



# Position Description

## JCUSA Fitness Centre assistant.

Campus Location	Townsville
Hours per week	Variable up to 20 hours per fortnight that are worked between Monday and Sunday, including nights and early mornings.
Employment status	Casual position.
Reports To	Fitness Centre Manager, Sport and Recreation Manager, and General Manager.
Number of positions supervised	Nil
Date Last Reviewed	November 2018

### Position Overview.

The role of the “JCUSA Fitness Centre assistant” is to provide assistance with the administration and operational tasks required for the successful delivery of activities and services provided by the JCUSA fitness centre.

The JCUSA Fitness centre assistant is required to assist with the operation of facilities, programs, equipment and administration of the JCUSA Fitness Centre as well as ensuring the safety of all participants of the JCUSA Fitness Centre at all times.

### Student Association.

The James Cook University Student Association is an organisation directed by elected students which aims to provide high quality representation, support services and relevant non-academic activities to all of its members.

### Principal Accountabilities.

1. Assist with operational tasks required during the opening hours of the Fitness Centre:

- Cleaning of equipment, gym floor and surrounding areas.
- Equipment checks and performing basic maintenance tasks as required.
- Ensure adherence to Work Health and Safety requirements.
- Report on any injuries/incidents according to JCUSA policies and procedures.

2. Administration and Reception support:

- For the Sport and fitness staff as directed.
- Provide information of services to students and staff.
- Help to control JCUSA Fitness Centre assets including merchandise and equipment.
- Customer service and sales.

- Collection and processing client payments and memberships.
  - Database entry and management.
  - Carrying out member retention strategies.
  - Recording and managing bookings for JCUSA Fitness facilities and programs.
  - Social media and advertising related tasks as required.
3. Promote and support the SA's commitment to the recognition of original custodians, which exemplify respect for Aboriginal and Torres Strait Islander heritage and the valuing of justice and equity for all Australians.
  4. Demonstrate a commitment to the James Cook University Student Association's values.

### **Generic Accountabilities.**

There are generic responsibilities that apply to all James Cook University Student Association staff.

1. The **JCUSA Fitness Centre assistant** is required to observe the lawful and reasonable directions, policies and decisions of the Student Association Council, understand and comply with the Enterprise Bargaining Agreement, the Statutes and Rules of the Student Association, the policies and decisions of the Student Association President subject to the Student Association Council as in force from time to time.
2. The **JCUSA Fitness Centre assistant** is required to demonstrate a personal commitment to ensure personal safety and the safety of others and contribute to the continuous improvement of our WHS performance. This includes the effective implementation and compliance with Student Association WHS policies, procedures and safe systems of work, together with all relevant legislation, duties and obligations. Contribute to the continuous improvement of our WHS performance.
3. The **JCUSA Fitness Centre assistant** is required to exercise proper discretion in all matters affecting the well-being of the Association which involve public writing or speaking. This includes not making public statements of a political nature unless it is made clear that this does not represent the views of the Student Association and will only speak to the media upon prior approval from the President.

### **Special Conditions.**

It is a requirement of this position to possess or have the ability to obtain:

- Current First Aid and CPR qualification.

### **Selection Criteria.**

**Selection and appointments will be assessed against selection criteria:**

1. Sound organisational and time management skills.
2. Experience, skills and knowledge in customer service and sales.
3. Effective interpersonal skills and written and verbal communication skills that can be adapted for various audiences.

4. Demonstrated experience in maintaining a safe work environment and to all ensure all Workplace Health and Safety requirements are followed.
5. To be physically fit for manual handling tasks required in role.
6. Able to meet the eligibility requirements to obtain a Blue Card (Working with Children Check).

**Highly Desirable:**

7. Experience in Fitness industry or similar role.
8. Certificate 3 and/or 4 in Fitness or similar qualification.