



Position Description – Personal Trainer

Position Details

Position Title:	Personal Trainer
College/Portfolio:	Education
School/Group:	RMIT Sports Centre
Campus Location:	Bundoora West
Classification:	Agreed Rate Casual, \$50.00 per hour
Employment Type:	Casual

RMIT University

RMIT is a multi-sector university of technology, design, and enterprise with more than 96,000 students and close to 10,000 staff globally. The University's mission is to help shape the world through research, innovation, and engagement, and to create transformative experiences for students to prepare them for life and work.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton, and Bendigo, two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy, and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students, and community. Our three campuses in Melbourne (City, Brunswick, and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

College/Portfolio/Group

The Education Portfolio is responsible for services to support the quality of RMIT programs, including the professional development of academic staff, continuous improvement of the student experience, learning and teaching outcomes and the management of learning and research information sources.

<https://www.rmit.edu.au/about/governance-management/structure/education>

The students group shapes, designs and delivers key student services and experiences to prepare RMIT students for study, life, and the global workforce. We work in partnership with students, academics, professional staff, industry, and the community to deliver transformative student experiences that improve access, participation, retention, and success for all RMIT students.

<https://www.rmit.edu.au/staff/structure/education/groups/students>

Position Summary

The Personal Trainer position is based at the RMIT Sports Centre, located at the RMIT Bundoora West campus.

RMIT University is a leader in sport, fitness and active recreation. RMIT Sports Centre, located at our world class sporting precinct in Bundoora provides a fully integrated sport and fitness experience for both students, staff, RMIT sporting clubs and the wider community.

As a member of our team you will be passionate about helping people achieve their health and fitness goals with targeted and measurable results. You will be a committed fitness professional with all of the necessary knowledge and skills to be able to conduct comprehensive health and fitness evaluations, design safe and effective exercise programs, instruct clients in proper exercise technique and monitor their long term progress and success.

The position will be responsible for conducting individual Personal Training sessions and occasional general Health Club floor shifts and supervision when required.

Reporting Line

Reports to: Senior Coordinator Sport & Fitness Operations

Direct reports: Nil

Organisational Accountabilities

RMIT University is committed to the health, safety, and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy, and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Responsibilities

Gym Appointments:

- Conducting and documenting comprehensive Health Evaluations and Re-Evaluations for all RMIT members within the allocated timeframes
- Design safe and effective exercise sessions tailored to individual needs
- Motivate members to achieve their health and fitness goals
- Effectively counselling and response to questions during gym shift and in appointments
- Educating members on the importance of regular appointments
- Regularly review and evaluate clients' performance to ensure client progression
- Instructing clients in correct exercise technique and use of appropriate cardio intensities
- Book client appointments using LINKS
- Communicate in a written or verbal format with internal staff or with external sources, e.g. doctors, physiotherapists etc.

Gym Floor Supervision:

- Be proactive on the gym floor by being a constant presence on the gym floor and interacting with members
- Supervision of clients, giving technical advice, support, encouragement, monitoring safety and motivation
- Be approachable and friendly to all members by introducing myself and acknowledging everyone that enters the gym
- Provide a professional, well-groomed appearance and adhere to uniform policy of RMIT. Name badges must be worn at all times.
- Encourage members to utilise our Personal Training options & regularly touch base with our members about renewing programs and assessments
- Actively promote and support RMIT programs and memberships.
- Demonstrate time management skills and the ability to deal with many tasks at once

Gym Shift Tasks:

- Ensure the gym is always tidy and presentable
- Complete Daily Checklist
- Thorough knowledge and execution of emergency evacuation procedures.
- Regularly view the Communication Diary for information, news, and updates
- Train other casual staff, fieldwork students, or volunteers.
- Demonstrate time management skills and the ability to deal with many tasks at once.
- Commitment to ongoing professional development by staying up to date on the latest health and fitness trends

Personal Training:

- Effectively upsell members to Personal Training sessions
- Conduct Personal Training sessions with a variety of exercises/techniques each session
- Design safe and effective Personal Training sessions tailored to individual needs
- Effectively counselling and response to questions during Personal Training sessions and in appointments
- Report any accidents/incidents in the Accident and Incident Folder and inform management
- Comply with RMIT's Safeguarding Children and Young People Policy
- Provide support to the Senior Coordinator Sport & Fitness Operations and other full/part time staff
- Perform other duties as required by the Senior Coordinator Sport & Fitness Operations

Customer Satisfaction

- Be bright, cheerful, and encouraging when training clients
- Ensure feedback is given to clients and recorded when necessary

- Ensure clients are given adequate exercise instruction and attention

Personal

- Act in a mature, reliable, and professional manner towards the centre and participants.
- Ensure a clean, neat appearance at all times.
- Ensure appropriate qualifications are maintained.
- Communicate effectively and regularly with all staff.
- Undertake staff training and attend staff meetings as required.
- Complete all necessary training as required.
- Comply with RMIT's procedures for safety, training, purchasing, document control, internal quality audits, corrective and preventative action, customer complaints and control of non-conforming products and services.

Occupational Health & Safety

- Comply with RMIT's procedures for safety, training, purchasing, document control, internal quality audits, corrective and preventative action, customer complaints and control of non-conforming products and services.
- Identifying any hazardous or broken equipment and filing a maintenance report to ensure repair work can be completed.

Quality Assurance

- Understanding and adherence to Quality Assurance

Equal Opportunity and Harassment

- Bundoora RMIT recognizes the importance of equal employment opportunity (EEO) principles and practices as essential to a positive and productive working environment. We are committed to maintaining professional standards of conduct in our business practices and ensuring that all people are treated in a fair and equitable manner.

Key Selection Criteria

1. Demonstrates consistently excellent customer service focused in a gym/ sports facility environment.
2. Knowledge of and experience in using links point of sale and member database
3. Problem solving skills
4. Excellent verbal and written communication skills.
5. Enthusiasm, initiative, and an ability to work autonomously and within a team.
6. Flexible with working across the facilities' operating hours, including early mornings, late nights, and weekends.
7. Committed to the delivery of quality programs and services

Knowledge and Experience

- Previous experience in a similar role
- Excellent Interpersonal Skills
- Basic computer skills

- **Desirable**
- Familiar with the fitness industry programs and services

Qualifications

- Fitness Registration
- Certificate IV in Personal Training / Completed a bachelor's degree in relevant area / final year of ESS studies
- Current Senior First Aid level 2 / Current CPR
- Working with Children Check