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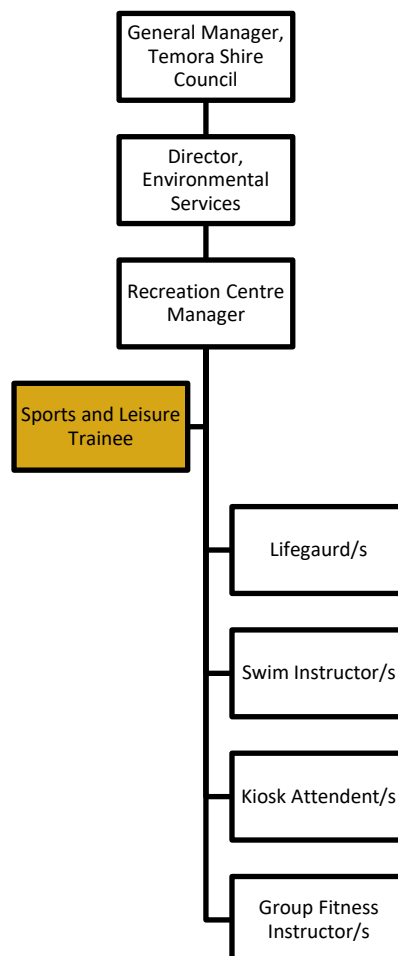
Position Description Sports and Leisure Trainee

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Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.

POSITION: Sports and Leisure Trainee
SECTION: Environmental Services
**SUPERVISOR/
MANAGER:** Recreation Centre Manager
ENTRY LEVEL: Trainee
HOURS OF WORK: Fixed Term, Full-time –70 hours per fortnight

ORGANISATIONAL CHART



POSITION OBJECTIVES

Contribute to a customer focused team within a recreational and sporting facility that provides a range of activities such as learn to swim, swim club, basketball, gymnasium to the Temora Shire community. Under supervision, assist with day to day activities within the recreation centre whilst ensuring safe and operational surrounds.

ROLE RESPONSIBILITIES

- Provide quality customer service to all patrons of the centre
- Use point of sale system to record patron activity including centre membership and other sales
- Prepare food and consumables for patrons including use of deep fryer, slushie machine and other appliances
- Perform end of day administration and facility closure procedures
- Set up and pack down of sports activities and facilities as required
- Assist in implementing Councils sport and recreation strategies and initiatives
- Ensure appealing presentation of all centre areas
- Maintain a clean and safe work environment while complying with all safety policies and procedures
- Undertake training requirements including specific training programs to comply with legislative and Council requirements
- Develop a thorough understanding of the centre operations
- Undertake lifeguard duties (as appropriate upon accreditation)
- Provide first aid when necessary (as appropriate upon accreditation)
- Deliver effective swim instruction, aqua aerobics and group fitness classes (as appropriate upon accreditation)

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate a commitment to Equal Employment Opportunity Principles.
- Employees shall demonstrate Council Values within the workplace.

CORPORATE VALUES



WE WILL MAKE THE BEST DECISIONS WE CAN

- **Leadership and respect** - act decisively with knowledge and courage in the best interest of our community
- **Integrity and transparency** - act honestly and openly in all our dealings with a view to make ethical and equitable decisions



WE WILL ACT WITH THE COMMUNITY AS OUR PRIMARY CONSIDERATION

- **Community focus** - engage with our community to provide services that respond to community needs
- **Future custodianship** - always act with the consideration of the impact of our actions on future generations



WE WILL VALUE THE VIEWS AND INPUT OF OTHERS

- **Teamwork and cooperation** - work together with open communication to achieve a common goal by sharing knowledge and supporting each other
- **Effective partnerships** - treat everyone with respect by being inclusive, non-judgmental, and by valuing diversity



WE WILL MAXIMISE OUR OPPORTUNITIES

- **Innovation** - encourage creative thinking and innovation based on detail knowledge and accept that bold actions carry a degree of risk
- **Continuous improvement** - always strive to achieve our goals more efficiently through improvements in process or new technology

PHYSICAL CAPABILITIES

The incumbent may be required to:

- Possess the physical ability to carry out shelving duties such as frequent bending, reaching/stretching, squatting and repetitive lifting.
- Possess the physical ability to deliver group fitness activities.

ESSENTIAL CRITERIA

- Willing to undertake Certificate III in Sports, Aquatics and Recreation and other additional short course relevant to the role (such as lifeguard, aqua aerobics, group exercise instruction, swim instruction, food safety supervision)
- Demonstrated commitment to customer service excellence
- Effective oral and written communication skills
- Ability to work well in a small team including the ability to follow directions
- Sound computer skills, particularly data entry, word processing and Internet skills

CONDITIONS OF EMPLOYMENT

- Working with Children Check
- National Police Check
- Fitness to work