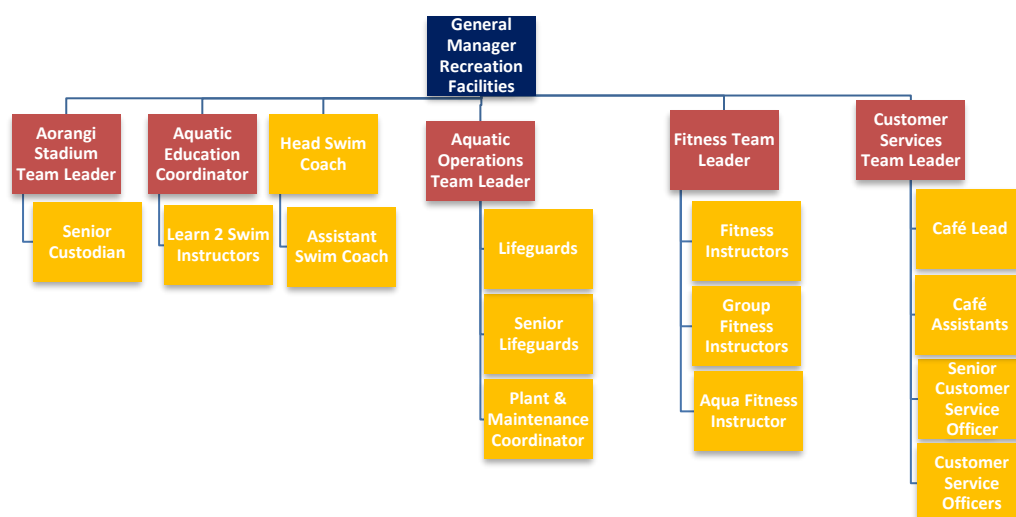


Position Description: Aqua Fitness Instructor - Seasonal

Business Group	Recreation Facilities
Reports To	Fitness Team Leader
Direct Reports	Nil
Date	September 2025
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Purpose of the Position

The purpose of the Aqua Fitness Instructor position is to organise, instruct and promote aqua fitness classes. The position will provide instructions to aqua fitness groups and promote this service among pool users, keeping safety issues in mind at all times.

Key Relationships / Customers

External	Internal
Members of the public	CBay Staff
Contractors	All TDC Staff
Service providers	

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

1. Organise and instruct classes as specified by the Aquatic Operations Team Leader.
2. Promote Aqua Fitness to members of the public.
3. Recognise the varying needs of pool users by providing an adaptable programme.
4. Ensure safety of all pool users.
5. Actively engage in setting own goals and objectives.
6. Assist with other duties as reasonably required by the Aquatic Operations Team Leader.
7. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
8. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
9. To be actively involved in Civil Defence Emergency Management when required.
10. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
11. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	NZ Certificate in Aquatics (Aquafitness) Level 3, or working towards.
Desired Qualification	A recognised tertiary sport/leisure/fitness related qualification.
Minimum Experience	Have a sound practical knowledge of fitness/leisure/sports industry or similar.
Desired Experience	1 year+ relevant experience of fitness/leisure/sports industry or similar.
Mandatory Training requirements (these may be reviewed and updated from time to time)	Comprehensive first aid.

Key Competencies / Skills / Knowledge

- Self motivated and pro-active.
- Confidence to instruct classes.
- Enjoys change and displays ease of adaptability to change.
- Good time management skills - with the ability to prioritise.
- Decisive and solutions orientated.
- Aptitude for analytical thinking.
- Good interpersonal and communication skills are essential, both written and oral.
- Ability to interact with a diverse range of internal and external stakeholders.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

General Manager Recreation Facilities

Aqua Fitness Instructor

Date

Date