

FITNESS CENTRE COORDINATOR

Location: ANU Campus, Canberra
Reports To: Business Manager
Full-time, early mornings required



About Us:

ANU Sport is an independent incorporated association that delivers sport, fitness and recreation services and opportunities to the ANU Community. ANU Sport is an UniSport Australia member institution and the ANU is a member of the Group of 8, Australia's 8 leading universities.

We exist to facilitate connections within the campus community through health, well-being and sport. Our aim is to enhance and grow the opportunities for students and the ANU community to engage in sport, fitness, and recreation, promoting well-being and balanced lifestyles. ANU Sport is responsible for the operation and management of the ANU Sport Fitness Centre and all ANU Sport facilities, along with supporting over 30 sport and recreation clubs and delivering social and competitive sporting programs. Our Fitness Centre also features a comprehensive group fitness program consisting of approximately 45 classes per week.

About the role:

The **Fitness Centre Coordinator** holds a crucial role within the team at ANU Sport. In this role, you will be responsible for the overall daily coordination of the ANU Sport fitness centre as well as working with other areas of the business to ensure the successful delivery of health, wellbeing, and fitness programs across campus.

Key responsibilities include:

- Leading the Adecco ADF partnership program to ensure PFA and S&C sessions are consistently delivered to a high standard, comply with obligations under the MOU, and ensure adequate qualified staffing is available to maintain the contract agreement.
- Lead in upholding and enhancing the established culture of the ANU Sport Fitness Centre.
- Lead the recruitment and induction of Customer Service Officers (CSOs) and Fitness Centre Officers (FCOs).
- Coordination of the Customer Service Officers (CSOs) and Fitness Centre Officers (FCOs) deliverables and KPIs.
- Performance management of Customer Service Officers (CSOs) and Fitness Centre Officers (FCOs).
- Rostering and timesheets of Customer Service Officers (CSOs) and Fitness Centre Officers (FCOs).
- Identify in-house opportunities for professional development of the Customer Service Officers (CSOs) and Fitness Centre Officers (FCOs).
- Keeping fitness centre staff accountable to agreed behaviours and standards.
- Holistic management of the group fitness timetable, including shaping class offerings, recruitment, and rostering.

- Consistent delivery of clean, safe, and functional facilities.
- Contributing to key projects related to fitness centre improvements.
- Work collaboratively with the Client Services Administrator/Coordinator regarding Fitness Centre operations.
- In collaboration with the Client Services Administrator/Coordinator, maintaining regular communication with CSOs and PTs to ensure they are informed of any changes to relevant policies and procedures.
- Assist the Business Manager with budget projections and proposals involving the Fitness Centre.
- Assisting in the delivery of fitness and wellbeing programs across campus and the wider community.
- Engaging with the marketing team to produce, implement, and evaluate marketing material and campaigns, and fitness centre member communications.
- Other duties as required by management

About you:

Our ideal candidate is highly energetic and passionate about fitness and physical activity. You are someone who wants to work with good people and make a difference. You can ensure a high standard of service is maintained by the staff members under your supervision.

Essential Qualifications, Licenses, or Certificates

- Cert. IV Fitness (or equivalent)
- Current CPR
- Current First Aid
- Current employee WWVP card

Essential Experience or Skills

- Demonstrated experience in the fitness industry.
- Well-developed knowledge of fitness equipment operation and maintenance processes.
- Basic skills in the Microsoft Office suite of programs.

Desirable Qualifications, Experience or Skills

- ASCA Level 1 or above.
- Qualifications or familiarity with the Les Mills group fitness program.
- Other fitness qualifications or teaching experience.
- Previous experience in a similar position.
- Working knowledge of the Envibe venue management software.
- Experience working in the tertiary sector.

Our Culture:

At ANU Sport we have a strong focus on bringing out the best in people, both our members and our staff. This is reflected in our commitment to professional development and a core belief that supporting staff to grow in their role benefits the entire organisation.

We pride ourselves on our culture that values **integrity, community, passion**, and being **innovative**. Through these values and agreed behaviours we strive to be a high-performing

team focused on we deliver the best student sport and recreation experience for the University community.