

JOB DESCRIPTION

POSITION:	Community Strength and Balance Trainer
LOCATION:	Sports House Stadium Drive, Albany
PREPARED:	June 2017
SUPERIOR POSITIONS:	Chief Executive Officer Community Strength and Balance Manager
TERM:	40 hours per week

RELATIONSHIPS EXTERNAL

- Auckland Council
- Leisure Facilities
- Community venues
- GPs/ Practice nurses
- Primary Health Organisations – ProCare, Comprehensive Care
- Maori Health Providers
- Pacific Health Care providers – The Fono, Enu Ola
- Health Agencies
- Regional Sports Trusts
- Retirement Villages
- Physiotherapy clinics
- Tertiary Institutes
- Fitness Centres and Gyms
- Providers of community exercise classes e.g. Tai Chi, Pilates
- Maori, Pacific and Asian community groups
- Marae/Iwi
- Church groups

RELATIONSHIPS INTERNAL

- Harbour Sport Staff
- Harbour Sport Board of Trustees
- Volunteers
- Harbour Sport Green Prescription (GRx) team

PRIMARY PURPOSE OF THIS POSITION

Your primary functional purpose is to seek, participate, be enthusiastic about and collaborate with your colleagues and to achieve agreed key tasks and KPIs.

Your task in Harbour Sport is to ‘own’ your role. You are the leader of your own business unit. You are responsible to market and promote your work, to develop and innovate, to ensure all work is done to the Harbour Sport standard, to carry out research and apply best practice, to be accountable for your progress and to evaluate all work and complete to the highest standard. Harbour Sport values continuous improvement and expects a commitment from ‘good to great’.

This is by far the most important aspect of your work in our organisation and it will determine your remuneration and growth opportunity.

PURPOSE OF THE POSITION

Each year, one in three people aged 65 and over will fall. For people 80 years and over, the risk increases to one in two. Clinical research has shown that when people do exercise and strengthen their core, their balance improves and their risk of falls reduces by almost a third. Community Strength and Balance programmes are exercise classes or programmes that aim to improve balance and leg strength in older adults to reduce the risk of falling.

The purpose of this position is to contribute towards a high quality Community Strength and Balance programme service by working with new and current providers to become Community Strength and Balance approved programmes.

Key Tasks

- Work with current providers of Strength and Balance classes (or similar) to become approved Community Strength and Balance providers. This will involve assessing classes and providing necessary support and training to achieve the Technical Advisory Group (TAG) nine criteria for approval.
- Support new Community Strength and Balance providers to meet the TAG criteria, assessing them and facilitating approval status.
- Monitor Community Strength and Balance approved providers to ensure the approval status is retained. Provide support and training as required.
- Deliver workshop training for Community Strength and Balance provider’s delivery staff including aspects of health and safety and monitoring.
- Initiate and establish Community Strength and Balance classes in identified areas of need, for example for high needs populations (Maori, Pacific), in retirement villages and rurally. Oversee all aspects of these classes in the set-up stage.
- Work closely with referrers such as GP’s and Allied Health professionals to promote the Community Strength and Balance programme and referrals and to ensure referrers are familiar with referral pathway.
- Work closely with Harbour Sport GRx team and integrate Strength and Balance classes into GRx opportunities to ensure seamless pathway for older adults.
- Input into the quarterly reports to ACC and Local Falls Working Group, including writing case studies.
- Build effective professional networks with wider community organisations. Enhance relationship with existing partners whilst identifying and developing new strategic partnerships.

Other

- To undertake such personal training as may be deemed necessary to meet the duties and responsibilities commensurate with nature of the position.
- To be prepared to work flexible hours, including evening and weekend work.
- To undertake such other duties and responsibilities commensurate with the nature of the position.

Personal Attributes:

Qualifications:

- Relevant tertiary qualification in sport and recreation, exercise prescription and group exercise
- Current first aid certificate

Experience:

- Minimum of 5 years working in the fitness industry or related field with group exercise and preferably 'trainer the trainer' experience
- Experience with relationship management particularly health agencies, facilities and community/cultural organisations
- Experience in working with culturally diverse populations

Qualities:

- Action oriented, results driven
- Ability to communicate clearly and effectively with a wide range of people in all situations
- Ability to motivate, engage and influence people
- Team player
- High standards of integrity
- Creative problem solving experience
- Sound judgement and decision making
- Adaptable to a change with a commitment to continuous improvement
- Commitment to improving the health and physical recreation status of the community
- Personal commitment to excellence
- Ability to organise and manage multiple tasks and projects to meet deadlines
- Commitment to ongoing training and professional development.
- Highly developed organisational skills
- Excellent oral and written communication skills including report writing
- Experience in dealing with the media and other promotional avenues
- Computer literate and systems orientated
- Willing to work flexible hours, including evening work.
- Current drivers licence.

This job description outlines the main activities of this position but it is not meant to be an exhaustive list of specific duties and activities. The successful applicant will be expected to undertake any duties which could reasonably be construed as being within the role if directed.