

Gym instructor Job Description

A free job description template for the Fitness industry

Company Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This gym instructor job description template is designed to reflect Australian workplace standards and fitness industry practices at the time of publication. Confirm the applicable modern award for your business and ensure compliance with all relevant employment laws.

1. Position overview

A gym instructor supervises the gym floor, inducts new members, demonstrates equipment and correct technique, and writes basic exercise programs. The role keeps members safe and supported while helping maintain a clean, well-presented training environment and a welcoming atmosphere.

In Australia, gym instructors are typically classified under the Fitness Industry Award 2020 (MA000094) as fitness employees, usually around Level 2 to Level 3 depending on qualifications, experience and the range of duties performed.

This template provides a foundation for creating clear, compliant job descriptions that attract reliable floor staff while setting appropriate expectations for the role. Once hired, manage your team efficiently with rostering software.

2. Key responsibilities

Floor supervision

Monitoring the gym floor, assisting members, correcting unsafe technique and keeping equipment organised and available.

Member inductions

Running new-member inductions, explaining how equipment works and setting up simple starter programs for their goals.

Program guidance

Writing basic exercise programs and giving members general advice on safe, effective training within scope of qualification.

Equipment maintenance

Checking equipment for wear or faults, reporting maintenance needs and keeping the floor clean, tidy and hygienic.

Member service

Welcoming members, answering questions, promoting classes and services, and helping create a positive gym experience.

Safety and compliance

Following WHS procedures, monitoring for hazards, and responding to incidents and emergencies appropriately.

3. Skills and attributes

- Fitness knowledge: Understanding of equipment use, basic programming and safe technique to guide members on the floor.
- Member service: Friendly, approachable manner that makes members feel welcome and supported during their workout.
- Communication: Clear explanations of equipment and technique, plus the confidence to correct unsafe practice tactfully.
- Attention to detail: Alertness to unsafe technique, equipment faults and hygiene needs across a busy gym floor.
- Safety awareness: Consistent attention to WHS, hazard monitoring and emergency response to keep members safe.
- Reliability: Punctuality and dependability across early, late and weekend shifts to keep the floor covered.

4. Qualifications and requirements

Gym instructor requirements combine an entry-level fitness qualification with current safety certifications. Some are mandatory, while others are preferred or desirable.

- Certificate III in Fitness (required) — A Certificate III in Fitness (or equivalent) is the standard qualification for gym instructors in Australia
- First aid and CPR (required) — Current first aid and CPR certification is required to supervise members safely
- Working rights (required) — Eligibility to work in Australia
- Professional registration — Registration with AUSactive (formerly Fitness Australia) is preferred by many employers
- Customer service experience — Experience in a service or reception role is advantageous but not essential
- Certificate IV in Fitness — A Certificate IV is desirable for instructors progressing towards personal training

5. Working conditions

- Active, on-your-feet work across the gym floor for most of the shift
- Early-morning, evening and weekend shifts to cover opening hours
- Some 24-hour gyms require overnight or unstaffed-period coverage
- A mix of member service, inductions and floor supervision
- Regular cleaning and equipment checks throughout the shift

- Compliance with WHS, hygiene and emergency procedures

6. Award information

Fitness industry award 2020

Most gym instructor positions in Australia are covered by the Fitness Industry Award 2020 (MA000094). This modern award sets minimum pay rates, penalty rates, allowances and conditions for employees in gyms, studios and health clubs. View current Fitness Award pay rates.

The award classifies employees across Levels 1–7 (including 3A and 4A). A gym instructor is typically classified around Level 2 to Level 3 depending on qualifications and duties. For FY2026/27, a Level 1 employee earns about \$25.74/hr full-time/part-time and \$32.18/hr casual, rising with level. Use award interpretation software to calculate pay accurately.

Penalty rates and allowances

Under MA000094, full-time and part-time staff receive Saturday at 125%, Sunday at 150% and public holidays at 250%. Casual employees instead receive a 25% loading on ordinary weekday hours and a single flat rate of about 130% of the base for ordinary hours worked on a Saturday, Sunday or public holiday — an unusual feature of this award.

A first aid allowance of about \$3.40 per day may apply, along with a broken shift allowance of about \$18.07 per day where relevant. Confirm the current rates and check whether an enterprise agreement applies in place of the award.

7. Frequently asked questions

About the role

Q: What does a gym instructor do?

A gym instructor supervises the gym floor, inducts new members, demonstrates equipment and correct technique, and writes basic exercise programs. They keep members safe, answer questions, promote classes and services, and help maintain a clean, well-presented training environment. It is an active, member-facing role focused on service and safety.

Q: What is the difference between a gym instructor and a personal trainer?

A gym instructor supervises the floor, runs inductions and gives general guidance, usually holding a Certificate III in Fitness. A personal trainer designs and delivers individual programs and one-on-one sessions, usually holding a Certificate IV and classified higher under the Fitness Award. Many instructors progress to personal training as they gain qualifications and experience.

Q: What award covers gym instructors in Australia?

Most gym instructor positions are covered by the Fitness Industry Award 2020 (MA000094), which sets minimum pay, penalty rates and conditions. Sporting clubs and council leisure centres may fall under different awards, and some businesses may instead be covered by an enterprise agreement. Always confirm which instrument applies.

Q: What classification level should I use for a gym instructor?

Under the Fitness Award, gym instructors are typically classified around Level 2 to Level 3 depending on qualifications and the range of duties performed. The award runs from Levels 1–7. See our Fitness Award pay rates guide for current rates at each level.

Qualifications

Q: What qualifications does a gym instructor need?

The standard qualification is a Certificate III in Fitness (or equivalent), along with current first aid and CPR certification and working rights in Australia. A Certificate IV is desirable for instructors progressing towards personal training, and AUSactive registration is preferred by many employers.

Q: Do gym instructors need first aid certification?

Yes, current first aid and CPR certification is a standard requirement because instructors supervise members during physical activity and respond to incidents. Track expiry dates so certifications stay current — HR software makes this easy to manage across a team.

Q: Can I hire gym instructors without experience?

Yes. Gym instructor roles are a common entry point in the fitness industry, and many businesses hire Certificate III graduates with limited experience. Focus on member-service attitude, reliability and a genuine interest in fitness, and provide on-the-job training for your equipment and procedures.

Q: What qualifications should I require vs prefer?

Mandatory requirements usually include a Certificate III in Fitness, current first aid and CPR, and working rights in Australia. Preferred qualifications include a Certificate IV, AUSactive registration and customer-service experience. Avoid over-qualifying entry-level positions, as it narrows your candidate pool unnecessarily.

Employment

Q: Should I hire casual or permanent gym instructors?

This depends on your opening hours and workload. Casual instructors offer flexibility for variable coverage but attract a 25% casual loading under the Fitness Award. Permanent part-time or full-time staff provide consistency and stronger retention. Many gyms use a mix — permanent staff for core hours and casuals for peaks and cover.

Q: What penalty rates apply to gym instructors?

Under the Fitness Award (MA000094), full-time and part-time staff receive Saturday at 125%, Sunday at 150% and public holidays at 250%. Casual staff instead get a 25% loading on weekday hours and a flat rate of about 130% of the base for ordinary hours on weekends and public holidays. Use award interpretation software to calculate rates accurately.

Q: How do I staff a 24-hour gym compliantly?

Cover opening hours with a mix of staffed and unstaffed periods, applying the correct penalty rates for early, late, weekend and public-holiday work. Track exact hours with time and attendance tools and use award-interpreting software so rates are applied automatically. See our guide on how to roster fitness staff.

Q: What should I include in a gym instructor employment contract?

Key elements include: position title and classification level, employment type (casual, part-time or full-time), hourly rate, applicable award, reporting structure, main duties and required certifications such as Certificate III in Fitness and first aid. For casuals, include the 25% loading. Use our digital employment contracts to simplify this process.

Rostering

Q: How far in advance should I provide rosters to gym instructors?

Award and agreement rostering rules vary, so confirm the notice period that applies to your business. As a general practice, providing rosters at least 7 days in advance gives floor staff visibility of their shifts. Using rostering software helps ensure compliance and reduces last-minute changes.

Q: How do I roster gym instructors across opening hours?

Build reusable roster templates that cover early-morning, daytime, evening and weekend blocks, matching staff numbers to expected member traffic. Use rostering tools to track hours, monitor coverage and adjust when staff are unavailable, keeping the floor supervised at all times.

Q: What breaks are gym instructors entitled to?

Break entitlements are set by the applicable award or agreement and generally include a meal break for longer shifts. Because floor coverage must be maintained, plan breaks so the gym stays supervised and ensure staff record their time accurately. Use time and attendance tools to support compliance.

Q: How do I manage gym instructor availability for rostering?

Collect availability preferences during onboarding and update them regularly. Use HR software and rostering tools to track when each instructor can work and which duties they cover. Clear availability policies simplify roster planning and reduce gaps in floor coverage.