



## **Back In Motion – Mornington Pilates Job Roles and Division of Responsibility**

### **Clinical Pilates Instructor**

- Monthly – review letters (liaise with Pilates Instructor regarding follow ups)
- Monthly – membership renewal letters
- Monthly Studio stats
- Monthly equipment maintenance
- Keep Equipment Maintenance schedule up to date
- Exercise of the month as allocated.
- Attend monthly pilates studio meeting.
- General administrative role/support
- Pilates instructor role - see Pilates clients and conduct pilates sessions, creating programs in a timely manner
- Gensolve studio closures/updates/class bookings (to be discussed & cleared with Pilates Co-ordinator)
- Create Mornington classes on Gensolve.
- Provision of On Demand Content
- Weekly studio clean – studio notices re: cleaning as required
- Update noticeboard (at front door) monthly when content sent through from CC
- Prenatal cards – send out card after baby is born
- Prenatal classes – help admin manage classes as required
- Exercise of the month as allocated
- Help with equipment maintenance as allocated
- Keep Studio cleaning schedule up to date
- Help to keep program box organised and ensure old programs are removed
- Pilates instructor role - see Pilates clients and conduct pilates sessions, creating programs in timely manner
- Monthly Pilates principles/quote update
- Provision of On Demand Content
- Ongoing studio cleanliness/tidiness and monitoring of equipment function and safety
- Making sure clients in the studio are performing exercises safely when we are in the studio
- Prenatal bookings/inquiries and help admin manage classes as required
- Monthly meeting of Mornington Pilates instructors
- Attendance at Mornington staff meetings
- Studio Planning and promotion ideas shared at monthly meetings to be minuted, then presented at monthly pilates meeting
- Follow up of personal clients monthly

