



Human Resources Department Santo Domingo Tribe

JOB ANNOUNCEMENT

POSITION TITLE: Fitness Assistant

SALARY RANGE: \$10-12/hr, DOE

DEPARTMENT: Kewa Health Outreach Program

POSITION STATUS: FT Non-Exempt

SUPERVISOR: KHOP Supervisor

JOB POSTING ID: KHOP-0001

Apply by 7/30/2017 for best consideration

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

Incumbent will assist with day-to-day operations of fitness facility and work closely with other staff and the Fitness Program Specialist to ensure quality control and provide services to the Tribal fitness center's participants. Responsible to assist in execution of wellness program as well as assisting with community promotions and activities.

ESSENTIAL FUNCTIONS:

- Assist staff with administrative duties.
- Supervise fitness center during scheduled shift.
- Perform daily operations including opening and closing procedures.
- Provide assistance with fitness center programs and services.
- Conduct new participant orientations including fitness center tours, physical fitness assessments, wellness program promotion ECT....
- Perform facility and equipment cleaning/maintenance processes.
- Assist with community events and promotions.
- Must have a strong interest in physical fitness and education.
- Must be excellent teachers, possessing the patience to education and motivate others.
- Excellent communication skills, both listening and speaking.
- Must not only be able to explain a workout routine, but it is equally imperative that program participants; wishes and goals are understood.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty:** All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to HIPAA, handling, tracking of participants confidential results, and proper behavior between staff and participants. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork:** All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.
- **Goal and Task Management:** Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Decisiveness:** Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.
- **Vision:** Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.
- **Interpersonal Skills (Working with Others):** Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.
- **Teaching Others:** Incumbents in this position must be able to take responsibility for the development of individuals and groups through appropriate teaching, guidance and coaching techniques.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent; AND (1) year experience in a fitness center; OR a combination of education and experience. Would also be beneficial for you to take classes on group fitness and exercise techniques.
- Certification as a Personal Trainer.
- Excellent computer and managerial skills to coordinate a multifunctional organization.
- Excellent oral and written communication skills to focus the efforts to meet the Santo Domingo Tribe goals.
- Must have CPR/First Aid certification.
- Must be able to satisfactorily pass a background check.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Fitness Assistant Application – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application (available at santodomingotribe.org/careers)
- Resume
- Cover letter
- Copy of Personal Trainer certification