

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Fitness Specialist

SALARY RANGE: \$16-\$18 Hourly

DEPARTMENT: KHOP

POSITION STATUS: Temporary Full Time

SUPERVISOR: KHOP Director

JOB POSTING ID: 12523

Accepting applications: 1/25/23-2/10/23

Santo Domingo Pueblo 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:

The incumbent in this position is responsible to help people achieve their fitness goals. This includes accessing clients' fitness levels, motivating, teaching proper techniques and correct use of exercise equipment. And promote physical activity education within the community.

TYPICAL FUNCTIONS:

- Responsible for giving exercise floor supervision.
- Assess the physical fitness of participants, finding current strength and inquire about any medical conditions, tailoring specific goals and fitness program to meet their needs.
- Walk program participant through each exercise, serving as a motivator, keeping them focused and engaged.
- Must be willing to learn/understand Special Diabetes for Indian Grant requirements including Best practice.
- Record program participant's progress, behavior changes and prescribe workout routines as needed.
- Responsible for giving outstanding service to program participants to maximize wellness program goals, participation, and program participant satisfaction.
- Conduct new participant orientations including fitness, center tours, physical fitness assessments, physical activity promotion, etc.....
- Must have a strong interest in physical fitness and education.
- Must be an excellent teacher, having the patience to educate 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.
- Develop Health promotions, Community events and collaborate with programs to coordinate Physical activities.
- Responsible for the maintenance and upkeep of the Fitness center, during scheduled work hours.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty**
All Santo Domingo Pueblo employees must work in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to HIPAA, handling, tracking of participants confidential records, and proper behavior between staff and clients. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork**
All Santo Domingo Pueblo 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, set up 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 figure out and start 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 considering 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 proper teaching, guidance, and coaching techniques.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in kinesiology, physical education, or exercise science preferred, OR a combination of education and experience.
- Certification as a Personal Trainer-Required. (Nationally Accredited, such as NETA, ACE, NASM, AFAA)
- 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-Required.
- 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: HR@kewa-nsn.us
 - Subject line: **Fitness Specialist Application – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 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 Pueblo Employment Application
- Cover Letter
- Resume