



## HUMAN RESOURCES DEPARTMENT

135 Capitol Square Drive, Zia Pueblo, NM 87053 • P: 505.867.3304 • F: 505.867.3308 • E: HR@ziapueblo.org

### VACANCY ANNOUNCEMENT

|                      |                 |                      |                          |
|----------------------|-----------------|----------------------|--------------------------|
| <b>OPENING DATE:</b> | <b>2/5/2024</b> | <b>CLOSING DATE:</b> | <b>Open Until Filled</b> |
|----------------------|-----------------|----------------------|--------------------------|

POSITION TITLE: **Fitness Assistant**

DEPARTMENT: **Diabetes, Health & Wellness**

PAY RATE: **\$12.50 - \$14.00 / DOE**

FLSA STATUS: **Non-Exempt; Full-time**

#### POSITION SUMMARY

Under the direct supervision of the Diabetes Health & Wellness Program Director follows program objectives by promoting health and fitness support to participants who utilize the fitness center. Maintains the fitness center and equipment by conducting maintenance and cleaning procedures to provide a clean and safe environment for participants. Promote fitness programs to assist participants meet patrons, provide customer service and respectfully manage disagreements. Conduct opening and closing procedures appropriately. Provide safety management and emergency response.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide quality fitness services to all Zia community members, residents, and employees.
- Positively represent the Pueblo of Zia and Diabetes Health & Fitness Program.
- Uphold Pueblo of Zia Policies & Procedures, follow Zia Diabetes Health & Wellness Program Rules & Regulations; always apply safety practices working with fitness equipment.
- Maintain a safe and clean environment by sanitizing the fitness center and equipment after usage.
- Report all equipment malfunctions and or breakdown of fitness equipment to the Diabetes Health & Wellness Program Director.
- Perform minor equipment maintenance, establish a daily activity log and update monthly calendar of activities, answer in-coming phone calls, emails, and light duty, sweeping, mopping, and dusting.
- Assist clientele with proper exercise techniques, personal training, and circuit training, monitoring their workout regimen and always checking on individuals working out to ensure their safety.
- Keep Diabetes Health & Wellness Program Director and community members updated, communicating on daily basis and submit monthly news in newsletter for community members.
- Attend monthly staff meetings, SDPI trainings on WebEx, community activities related to diabetes/fitness programs and assist staff with community events planned.
- Must be a team player.
- Assist with calling clients to set up appointments for Nutrition Education and or other preventive care.
- Assist with community health fairs, meetings, and other activities as requested or directed. Attend WebEx Special Diabetes Program for Indians trainings and meeting monthly.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of proper exercise and spotting techniques in the weight room.

- Knowledge of how to correctly maintain, use, and adjust machines.
- Knowledge of basic muscle groups to promote strength and flexibility training.
- Ability to develop and or be knowledgeable of fitness components, i.e. personal training, group fitness, nutrition, etc.
- Knowledge of Health Information Portability and Accountability Act (HIPAA) rules, regulations, and laws.
- Ability to adhere to personnel policies and procedures, including internal rules and requests.
- Must be flexible and willing to work weekends, evenings, nights, early mornings, and some holidays.
- Must have the ability to maintain a high level of confidentiality.
- Must possess a high level of customer service.

#### **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent.
- Must have at least one year of experience working in a health or fitness facility.
- Must be First Aid/CPR/AED certified; or willing to obtain certifications within 90 days of hire.
- Must possess and maintain a valid NM Driver's License; and be insurable under tribe's insurance carrier.
- Must successfully pass a drug, alcohol, and background check.

#### **SUPERVISORY RESPONSIBILITIES**

NONE

#### **INDIAN PREFERENCE**

The Pueblo of Zia has implemented an Indian Preference Policy. It is the policy of the pueblo of Zia to give preference in employment to applicants who possess the qualifications, education, experience, and ability required for a particular position, in the following order: 1) Enrolled member of the Pueblo of Zia. 2) Enrolled members of other federally recognized tribes. 3) Non-Indians. The application of Indian Preference is not automatic. Applicants are required to provide appropriate evidence, from their respective tribe, at the time of submitting an employment application for Indian Preference consideration.

***To apply, Employment Applications are available at the Pueblo of Zia Human Resources (HR) Department, front desk, or on-line at [www.ziapueblo.org](http://www.ziapueblo.org). For best consideration, all applications must be supported with a cover letter, resume, and/or certifications.***

***All applications must be submitted to the Pueblo of Zia HR Department by 5:00 pm on the closing date:***

**BY:**

**MAIL:** 135 Capitol Square Drive, Zia Pueblo, NM 87053 (C/O HR Department)

**IN-PERSON:** HR Department

**EMAIL:** [HR@ziapueblo.org](mailto:HR@ziapueblo.org) (attach employment application, cover letter, resume, any certifications and in the subject line please indicate the position you are applying for)

**FAX:** 505.867.3308 (C/O HR Department)

For more information, please contact the HR Department:

Phone: 505.867.3304 or Email: [HR@ziapueblo.org](mailto:HR@ziapueblo.org)