

# Iowa Tribe of Oklahoma

## Vacancy Announcement

Position: Assistant Fitness Instructor

Status: Part-Time

Position Number: 4312

Department: Health

Location: Complex

Issuing Date: February 11, 2008

Closing Date: Until Filled



**Mailing Address:**

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### Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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#### **SUMMARY**

Provides Fitness Instruction, assistance with operation of equipment, on a part time basis, and leads fitness programs. Provides Fitness Instruction coordination of a workout plan, i.e. personal training for clients, promotions of fitness center, promotions of memberships. Must have CPR, First Aid training.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides daily exercise regimen and fitness education.
- Works with nutrition program to aid in education of clientele.
- Provides encouragement to each and every client.
- Provides close supervision as needed with youth, or at risk clients.
- Provides assistance for all work out clients coming to the Iowa Tribe Fitness Center.
- Provides assistance with the operation of fitness equipment.
- Provides assistance and instruction about work out plans.
- Assists in the monitoring and encouragement of individual work out plans.
- Assists in sale of sweat shop goods for sales.
- Provides a warm welcome to each client, and gradually learns names to welcome all clients by name.
- Provides assistance with client filing as time permits.
- It is necessary to have certification and/or education to work with clients and the ability to provide supervision as needed.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

A working knowledge of fitness, and preferred previous experience with supervision of fitness equipment and use. It is necessary to have certification and/or education to work with clients and the ability to providing supervision as needed.

- A bachelors'/associates degree in physical education, fitness or wellness is preferred.
- Minimum of four years experience in health/wellness in management setting accompanied by associates degree.
- Experience working with youth to adults in exercise setting, recreational activities, group interaction.

- A working knowledge of fitness/exercise, and preferred previous experience with supervision of fitness equipment and use.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- CPR, First aid certified
- Certificate of fitness education from a recognized educational institution.  
(ACSM, NSCA, ISSA, ACE, NFPA, CSCS)

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to lift up to 50 pounds
- Able to stand for a given length of time
- Physical exertion demands such as cleaning equipment, replacing weights, essential household cleaning duties.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must be able to assimilate oneself in a gym/health club type setting from a management standpoint

### **CONDITIONS OF EMPLOYMENT:**

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test.