

**NORTHERN CHEYENNE TRIBE  
NORTHERN CHEYENNE TRIBAL HEALTH DEPARTMENT  
Northern Cheyenne Wellness Center**

**POSITION:** Fitness Coordinator (X2), 1 – PT 1 – FT      **SALARY:** \$14.00 per hour

**DEPARTMENT:** Northern Cheyenne Wellness Center

**ACCOUNTBLE TO:** Northern Cheyenne Wellness Center Supervisor/Director

**CLASSIFICATION:** Full time, non-exempt

**OPENING DATE:** November 9, 2023

**CLOSING DATE:** Open Until Filled

**How To Apply:** Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED  
(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:**

The Fitness Coordinator will develop, assist and implement physical fitness programs on the Northern Cheyenne Reservation. The Fitness Coordinator is responsible for the supervision of the fitness center and its patrons. The Fitness Coordinator is responsible for the opening, closing and securing the fitness center. They are also responsible for the appropriate use and cleaning the equipment.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs duties such as monitoring use of equipment, answering the phone. Assists with preparation of facility and equipment to be used by the public. Assists with cleaning and sanitizing the equipment and facility. Initiate's fitness activities such as fun runs and walks, etc.

**Personal Contacts:** This position will be in daily contact with the public who utilize the facilities. Public relation activities; prepare and demonstrate safe use of equipment, participates in Diabetes Program related activities, enforces fitness center policies, and promotes the safe use of equipment and the Fitness Center. COVID-19 precautions will be taken, such as screening patrons, social distancing, mask wearing and hand washing/sanitizing. All other responsibilities as assigned.

**Supervision Received by:** Supervision by the Northern Cheyenne Wellness Center Supervisor/Director.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:** Working with the public, maintenance of equipment and facility, promoting safe use of equipment.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of equipment, duties and interest in pursuing fitness training.

**Skills:** This position requires knowledge and skills in the safe use of fitness center equipment and facilities.

**Abilities:** This position requires the ability to assist in demonstrating safe use of equipment to clients. Able to work without supervision, work flexible hours, (i.e. evenings and weekends, as assigned)

**JOB PERFORMANCE:** Evaluation of this position will be based primarily upon performance of the requirements and duties.

**Demonstration:**

1. Assist with preparation of equipment to be used daily.
2. Assist with maintenance of equipment.
3. Assist with clean up before and after equipment and facility is utilized.
4. Initiation of community fitness activities.

**Public Relations:**

1. Prepares posters, newsletter articles for the promotion of the Fitness Center activities.
2. Distributes fliers for health promotion activities through-out the reservation community.

**Training:**

1. Participates in all in-service training, attendance and participation in all regular staff meetings is mandatory.
2. Will take additional training, to enhance job skills

**EDUCATION AND EXPERIENCE:** Skills and abilities are required through a combination of education and practical experience.

1. High School Diploma or GED, Minimum of 6 months' previous experience in a fitness facility or program.
2. Interest in physical fitness field and promoting healthy lifestyle changes to the clients.
3. Must be willing to get CPR and First Aid Certifications.
4. Must submit to and pass a federal background check.