



**Job Title: PHYSICAL FITNESS TRAINER**

**Department /Office:** HOPI WELLNESS CENTER

**Reports to Whom (title):** Physical Fitness Coordinator

**Salary / Hourly Range:** 30

**Job Classification Code:** 9055

**Level of Background Check:** 1B

**Status:** NON-EXEMPT

**Driving Required:** Yes, As Required

**PD Revised:** 07/28/2014

**JOB DESCRIPTION:**

This position is responsible with coordinating physical fitness activities for children, youth, adults and seniors to meet goals and objectives established for the HVMC/Wellness Center. The incumbent performs duties of moderate difficulty and complexity requiring knowledge and skill in human/public relations, exercise and basic health.

**KEY DUTIES AND RESPONSIBILITIES:**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Assists in coordinating activities in accordance with established goals & objectives of the HVMC Wellness Center; and promotes and participates in community wide activities, events and education programs.
2. Fitness Instructor – Coordinates group exercise classes by leading, instructing, and motivating individuals or groups in exercise activities. Including cardiovascular exercise (exercises for the heart and blood system), strength training, and stretching. Working with people of all ages and skill levels.
  - a. Plan & choreograph classes. Choosing music that is appropriate for their exercise class and create a routine or a set of moves for a class to follow. In some classes such as ZUMBA Fitness instructor may teach pre-choreographed routines that were originally created by fitness companies or other organizations. Organize and lead group exercise sessions, which can include aerobic exercise, stretching, muscle conditioning, or meditation. Some classes are set to music. In these classes, instructors may select the music and choreograph exercise sequence.
  - b. Demonstrate how to carry out various exercise and routines while monitoring clients perform the exercises and provide correct techniques to minimize injury and improve fitness. Giving alternative exercise during workouts or classes for different levels of fitness and skill.
  - c. Explain and enforce safety rules and regulations on fitness activities, and the use of exercise equipment.
  - d. Give clients information or resources about basic nutrition fitness, and healthy lifestyle choices.
  - e. Give emergency first aid if needed.
3. Personal Trainer – Works with a single client or a small group. Assessing the clients' level of physical fitness to help client reach their fitness goals.
  - a. Meets with clients before they begin working with them to gain a better understanding of the client's goal.
  - b. Conducts fitness testing and health screening to determine health risks and suitable training programs for individuals.
  - c. Devise customized exercise plans for their clients based on their goals. These plans typically include cardiovascular and weight lifting exercise. During a training session, trainers observe their clients performing exercises to ensure they are doing the moves correctly. Trainers may also give diet and lifestyle suggestions when they are relevant to the fitness plan.
  - d. Explain and enforce safety rules and regulations on fitness, activities and the use of exercise equipment.
  - e. Administer emergency first aid if needed.
4. Both group and specialized fitness instructors Personal fitness trainers design and carry out workouts routines specific to their client's goals.
5. Safety & Preventative Maintenance – Assist users of the HVMC Wellness Center on the proper use of physical fitness equipment; conducting set protocols in sanitizing and safety checks to ensure equipment is in safe operating condition on a daily basis; informs supervisor of equipment malfunctions and take proper procedures to fix the situation.
6. Takes inventory of supplies and replenishes when necessary, sanitizers, exercise mats, paper towels, rags, etc.
7. Assist in coordinating and promoting healthy outdoor activities like walking, use of trails and running.
8. Assist, organize, lead and referee indoor games such as basketball & volleyball.
9. Assist in organizing and conduct competition and tournaments.
10. Keep track of referral clients and program participants' charts, maintain appropriate documentation, and ensure charts are securely filed in a timely manner.
11. Other duties as assigned – performs other duties as assigned or authorized to achieve goals and objective which include a variety of tasks in addition to their fitness duties, such as tending the front desk, signing up new members, giving tours of the fitness center, creating group fitness schedules, writing newspaper articles, creating poster and flyers, and supervising the gym floor.

**PERSONAL CONTACTS:**

Contacts are typically with employees within/outside the immediate work area, schools, local businesses, other tribes in similar capacities, health personnel and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate work efforts and establish a network of resources.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:**

The work requires physical exertion such as standing, recurring bending, crouching and stooping and requiring the incumbent to participate in all physical fitness programs. The incumbent will adhere to all safety precautions and appropriate clothing and gear when working with and around exercise equipment. This position will require the incumbent to maintain a flexible work schedule. Travel on and off the reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

A. Education: Associate Degree in Physical Fitness;

AND

B. Experience: Four (4) years work experience in physical fitness or recreational center performing the prescribed duties;

OR

C. Any equivalent combination of Education, Training and Experience, which directly demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of fitness safety procedures and hazardous conditions
- Knowledge of health promotion/disease prevention
- Knowledge of methods and techniques of aerobic exercise, walking and running
- Knowledge of basic health
- Knowledge of basic office equipment/machines, computes and applicable software
- Knowledge of physical fitness equipment/machines
- Knowledge of Adult/Infant CPR and First Aid
- Knowledge of Health Assessment Screening tools

B. Skills:

- Good verbal and written communication skills to prepare notices, posters, etc., and conduct presentations
- Skill in operating basic office equipment/machines, computers and applicable software
- Skill in operating and maintain fitness equipment/machines
- Skill in Adult/Infant CPR and First Aid

C. Abilities:

- Ability to work flexible hours
- Ability to maintain a safe, clean and pleasant environment
- Ability to perform Adult/Infant CPR and First Aid
- Ability to motivate individuals in participating in physical fitness programs
- Ability to establish and maintain professional working relationships with others

**NECESSARY SPECIAL REQUIREMENTS:**

1. The candidate must successfully complete & pass the following pre-employment screening in accordance with Hopi Tribal Management Policy
2. Must possess valid Arizona Driver's License and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
3. Complete/pass a background investigation and fingerprint check; No felony convictions or two or more misdemeanor convictions.
4. Must be able to pass pre-employment drug, alcohol and substance screening and randomly throughout term of employment.
5. Possess or obtain and maintain a valid Adult/Infant CPR and First Aid certification.
6. Complete and pass a physical fitness examination prior to employment if selected and yearly thereafter.
7. Must maintain certifying credentials from Accredited Fitness Organization in Group Fitness Instruction and Personal Training Certificate.

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