



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Fitness Center Associate (Part-Time)  
**SUPERVISOR:** Fitness Manager  
**LOCATION:** Wellness Center  
**POST DATE:** August 30, 2017  
**CLOSING DATE:** September 13, 2017

---

**General Description:** The primary responsibility of this position is to perform excellent customer service to fitness center members, staff and potential members. Be knowledgeable of good physical fitness. Provide general guidance and display a positive attitude toward others.

**Qualifications:** High School Diploma or equivalent is required. A physical fitness background with knowledge of the use of exercise machines and equipment. Must have money handling experience and basic computer skills. Must be able to work unsupervised.

**Salary:** \$10.00-\$12.00 per hour/ Dependent upon qualifications. (28 hrs. Week)

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be requested via phone or email and are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Fitness Center Associate -Part Time

**B. DEPARTMENT:** Wellness Center (Fitness Area)

**C. SUPERVISOR'S TITLE:** Fitness Manager

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to perform excellent customer service to fitness center members, staff and potential members. Be knowledgeable of good physical fitness. Provide general guidance and display a positive attitude toward others. Specific responsibilities include, but are not limited to the following:

1. Welcome fitness patrons and potential members.
2. Present information on membership and provide tours of the fitness area.
3. Cleaning and maintenance of fitness equipment and areas.
4. Answer questions pertaining to the fitness area in person and on the telephone.
5. Provide quality customer service.
6. Add new members and clients to Gym Assistant database, collect membership payments, and issue barcoded scan cards.
7. Data entry of customer's confidential personal information.
8. Monitor membership usage of barcoded scan card.
9. Monitor membership reception area and/or gym area during fitness hours and as assigned.
10. Direct fitness patrons to appropriate equipment and machine locations.
11. Provide general guidance to members on the use of the equipment.
12. Responsible for opening and/or closing the center for fitness.
13. Must be helpful, respectful and display a positive attitude toward others and fitness.
14. Willingness to be flexible in work schedule, working evenings and some weekends as assigned.
15. All other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with staff, patrons and other building employees.
2. **External:** Heavy frequent with potential customers and other physical fitness related personnel.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Performs position responsibilities under the direction of the fitness manager, checking with fitness manager frequently for changes in assignments or directions.

**H. EDUCATION:** High school diploma or equivalent is required. Successful applicant will be required to attain certification in CPR 1ST Aid and AED training for adults. Will be responsible for taking any additional training as directed by fitness manager.

**I. EXPERIENCE:** Physical fitness background with knowledge of the use of exercise machines and equipment. Must be able to work unsupervised. Prior money handling experience.

**J. SKILLS:** Must have good verbal and written communication skills dependable, hardworking, friendly and courteous. Previous customer service skills preferred.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Must be able to walk and stand for a reasonable duration during work shift. Able to lift at least 50 lbs.

2. **Exposure to Hazards:** Must use "safety first" concept at all times when working with machines and equipment.

3. **Physical Requirements:** Very physical position at times when working with members on machines and equipment.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Fitness Associate to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and subject to disciplinary action.

**M. OTHER:** Must attend all mandatory meetings and development sessions as required. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**N. SIGNATURE:**

---

**Tribal Administrator**

**Date**