



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

REPOST **REPOST** **REPOST**

JOB TITLE: **Personal Trainer & Group Fitness Instructor**
SUPERVISOR: Fitness Manager
LOCATION: LDF Fitness Center (Waaswagaaning Mino-Ayaawin)
POST DATE: **May 13, 2019**
CLOSING DATE: **May 27, 2019**

General Description: The primary responsibility of this position is to help LDF Fitness members meet their fitness goals and provide motivation and assistance to members relating to safe and effective exercises. This position works independently with minimum supervision.

Qualifications: Personal trainer certification from a nationally accredited training program or a fitness related degree, previous personal training, fitness program design experience, group fitness experience with certification from a nationally accredited training program required. CPR/AED Healthcare Provider certification, knowledge of supplement products, computer skills, and customer service is required.

Salary: \$12.00-\$15.00 per hour/ Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website www.ldftribe.com or 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

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: Personal Trainer & Group Fitness Instructor

B. DEPARTMENT: LDF Fitness Center (Waaswagaaning Mino-Ayaawin)

C. SUPERVISOR'S TITLE: Fitness Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to help LDF Fitness members meet their fitness goals and provide motivation and assistance to members relating to safe and effective exercise. Specific duties include but are not limited to the following:

1. Lead fitness classes and fitness activities
2. Provided direct assistance to members in group settings.
3. Provide Personal Fitness Training techniques & fitness assessments to clients.
4. Maintain individual client files by tracking progressions, programs utilized, regimen plans, diets, exercises used, and any fitness recommendations given.
5. Provide general guidance to members and clients of the correct usage of fitness equipment and exercises.
6. Ensure the safety of participants to the best of your ability.
7. Provide exceptional customer service to members, clients, and guests
8. Add new members and clients to Gym Assistant database, collect membership payments, and issue barcoded scan cards.
9. Be proactive in making members' fitness experiences a positive experience
10. Assist in providing a safe, clean and inviting environment for members
11. Be willing to be cross-trained.
12. Be willing to work as part of a team.
13. Must be flexible in work schedule and be able to work days, nights, weekends, and holidays.
14. All others duties as assigned.

E. POSITION RELATIONSHIPS:

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

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Works under the direct supervision of the fitness manager.

H. EDUCATION: : Certified Fitness Trainer (CFT), Group fitness certification from nationally accredited programs or other Fitness degree, and CPR/AED Healthcare Provider certifications are required. Additional training may be required as directed by the fitness manager.

I. EXPERIENCE: 1-3 years' experience of certified fitness training and group fitness instruction. Experience in working with handicap, disabled persons, elderly, and youth training is preferred.

J. SKILLS: Motivational, energetic, and enthusiastic with a desire to succeed. Strong communication and customer service skills required. Must take the initiative and work independently. Must have skills necessary to instruct exercises, correct improper form, individually, and in a class/group setting. Must be dependable, hardworking, friendly, and courteous. Must be a team player.

K. WORKING ENVIRONMENT:

- 1. Work Conditions:** Must be able to walk and stand for a reasonable period 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 cleaning products, machines, and equipment.
- 3. Physical Requirements:** Highly physical position that requires demonstrating exercise, correct equipment usage, and spotting members.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Personal Trainer & Group Fitness Instructor 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 will be subject to disciplinary action.

M. OTHER: 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:

Employee

Date

Manager

Date