



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> FITNESS SPECIALIST		<b>JOB CODE:</b> FITS
GOVERNMENT – EMPLOYEE	<b>EEO:</b> 5	<b>PAY GRADE:</b> 9
NON-EXEMPT	NO FLEX	<b>FUNDING SOURCE:</b> NPD
		<b>HO-CHUNK PREFERENCE</b>

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

Responsible for the safety of patrons in the Fitness Center Department and to uphold regulations and policy.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Daily ensure rules, regulations, codes, directives and laws applicable to the assigned facility are followed by members and guests utilizing the facility.
2. Daily comply with all departmental policies and procedures, including but not limited to; completing clerical duties which include membership applications, health history forms, guest and youth waivers, tanning waiver, and completing all point of sales.
3. Complete facility tours, fitness and aquatic orientations, membership follow up, record appoints, point of sales and cash handling on a daily basis.
4. Prescribe exercise program according to health history on a daily basis.
5. Complete assigned cleaning schedules on a weekly basis.
6. Daily perform and teach group exercise and recreation classes and camps.
7. Work independently with and around people to include providing customer service, including answering telephones, that meets or exceeds departmental and assigned facility management team expectations on a daily basis.
8. Other duties as assigned within the scope of this job description.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside and inside customers.
Freedom to Act	Operates with significant independence, subject to general input from supervisor and subject to regular review by supervisor

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

1. High School Diploma or equivalent.



**EXPERIENCE:**

1. None Listed.

**ESSENTIAL:**

1. Must not have been convicted of any criminal offense relating to theft, fraud, or children.
2. Must be immunized.
3. Must possess current CPR, First Aide, and an accredited certification as a Personal Trainer.
4. Must promote a healthy non-abusive lifestyle.
5. Valid driver's license, dependable transportation, and proper insurance may be required.
6. Maintain confidentiality and professional demeanor at all times.
7. Must follow the guidelines designated by the American College of Sports Medicine or American Council of Exercise.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Working knowledge of risk management of health risks of fitness members.
2. Good oral and written communication skills, office management skills, and basic computer skills knowledge of Word, Excel, and Windows.
3. Ability to teach exercise classes.
4. Ability to work a flexible schedule.
5. Ability to take orders and carry them out efficiently, with a positive attitude and professional demeanor.
6. Ability to complete all phases of mandatory training and physically able to perform all training and assigned duties.
7. Willingness to continually keep updated on fitness information and attend fitness/health seminars or additional schooling.

**WORK PLACE RESPONSIBILITY**

1. Maintain a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

**WORKING CONDITIONS**

1. Must be able to work varied shifts, in varied weather conditions, in varied locations and facilities and weekends and holidays.
2. Interior office space, utilizing the outside space for daily or special events and other facilities as assigned.
3. Must wear authorized uniform and accessories at all times while on-duty including mandated personal safety equipment.
4. Sit, stand, walk, climb and descend stairs, as well as work in high places as duties require.