



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 003-21**

**OPENING DATE: 01/04/2021**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Certified Fitness Instructor  
**PAY GRADE:** NE7 (\$19.33/hr.-\$26.09/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services-Diabetes  
**REPORTS TO:** Diabetes Program Manager  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Provides consultation, education, exercise classes, personal training, health promotion and awareness to program clients. Develops, implements and evaluates fitness and health educational programs and curriculum.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Develops and implements curriculum and prepares materials used in teaching and promoting a healthy lifestyle; plans, organizes and implements aerobics and exercises classes.
- Provides clients with exercise consultation, personal training, exercise routine and behavior modification coaching.
- Conducts an initial assessment of client's body composition and monitors BMI.
- Conducts screenings on A1C, blood glucose, and blood pressure for exercise clients and community members.
- Provides education to community members regarding the maintenance of a healthy lifestyle, disease prevention, and basic nutrition.
- Creates educational hand-outs on health information; including healthy messages, calendars, recipes and exercises.
- Participates in activities and special events for groups or the community to promote a healthy lifestyle.

- Researches new health and fitness information, standards, curriculum, instructional techniques and strategies.
- Educates clients to recognize warning signs, symptoms, and complications of diabetes.
- Provides information on the management of diabetes.
- Advises clients on the proper use of glucose supplies, equipment, and readings.
- Conducts safety inspections and routine maintenance on fitness equipment; ensures equipment is in safe condition.
- Provides referrals to other community services as needed.
- Maintains and updates confidential health records and files; including SOAP notes and PCC's.
- Assists in health screening activities at health fairs, primary or elementary school, elderly center, recreation centers.
- Provides follow-ups with clients from previous programs for wellness check and program evaluation.
- Provides coaching, teaching strategies and curriculum development to other staff members.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES: N/A**

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- Certification in Personal Training.
- One years' experience in a fitness setting.
- CPR and First Aid certifications.
- Must be able to obtain a Food Handler's certificate within first 30-days of employment.
- Must be able to pass and maintain competencies in A1C, blood glucose, and blood pressure measurement skills.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Must have a valid New Mexico driver's license with ability to meet the Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of medical terminology, Health Behavior Theories, health promotion and disease prevention.
- Knowledge of health and nutrition principles and body composition.
- Knowledge of motivational techniques and practices in physical fitness activities.
- Knowledge and skill using variety of exercise equipment.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Skill in treating participants with tact, courtesy, and respect.
- Ability to role model a healthy lifestyle.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to maintain confidentiality.

- Ability to work a varied schedule, including weekends and evenings.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

**PHYSICAL DEMANDS:**

- Talk, hear, sit, stand, jump, run, walk, stoop, kneel, crouch and perform a variety of physical exercises; use hands and arms to reach, handle objects and exercise equipment.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is performed in a gym/fitness center setting with a moderate noise level.
- Exposure to unpleasant odors, hazardous material and infectious disease.
- Frequent interaction with the public.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.