



**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: 046-23**

**OPENING DATE: 02/17/2023**

**CLOSING DATE: 03/31/2023**

**POSTED: IN/OUT**

**POSITION:** Fitness Instructor  
**PAY GRADE:** NE5 (\$15.97/hr. - \$21.56/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Parks & Recreation  
**REPORTS TO:** Fitness Coordinator/Manager  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Provides consultation, education, exercise classes, personal training, health promotion and awareness to recreation facility clients. Assists in coordinating and supervising youth recreation programs.

*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:**

- Prepares and sets up fitness room for scheduled classes.
- Provides clients with exercise consultation, personal training, fitness exercises and behavior modification coaching.
- Develops, organizes and implements a series of fitness-orientated programs to the demands of the center.
- Plans, implements, monitors, and evaluates fitness and recreational activities for various age groups.
- Teaches specialized recreational and fitness skills to participants while ensuring that classes are motivating, safe, and challenging.
- Presents various exercises and help participants improve their exercise techniques.
- Drives tribal vehicles and transports participants to various activities in the pueblo and surrounding communities.
- Ensures that all safety precautions are observed in scheduled and unscheduled programs.

- Enforces recreation program safety rules, policies, and procedures; assists clients with safety precautions while using weight and exercise equipment.
- Issues and maintains equipment, supplies, and materials, for various activities.
- Supervises and monitors play areas for youth.
- Maintains the facility and exercise equipment through mopping, sweeping, vacuuming, cleaning, sterilizing, and sanitizing; picks up trash and performs custodial duties as needed.
- Ensures pool areas, building and facilities are secure.
- Greet and directs visitors, answers incoming telephone calls and takes messages; schedules clients for activities and programs.
- Participates or coaches various summer youth activities.
- Assists in the planning and set up of special events and activities.
- Attends program training sessions, workshops, and meetings as required.
- Participates in activities and special events for groups or the community to promote a healthy lifestyle.
- Conducts safety inspections and routine maintenance on fitness equipment; ensure equipment is in safe condition.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES: N/A**

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- One year experience in a fitness setting.
- Certification in Personal Training.
- CPR and First Aid certifications.
- Valid New Mexico driver's license with ability to meet 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 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 treating internal and external customers with tact, courtesy, and respect.
- Skill in operating various word-processing, spreadsheets and database software programs.
- 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 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 chemicals, fumes, or other household cleaning supplies.
- Frequent interaction with the public.

**PREFERENCE:**

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