



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 102008-26

OPENING DATE: 07/01/2026

CLOSING DATE: 09/29/2026 or OUF

POSTED: IN & OUT

POSITION: Fitness Coordinator
PAY GRADE: NE9 (\$31.16/hr. to \$48.54/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI
DEPARTMENT: Recreation
REPORTS TO: Parks and Recreation Director
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Oversees the daily operations of the fitness program and supervises all fitness staff. Administers and coordinates a quality fitness program to meet the needs of the community. Assists with coordinating and scheduling of sporting and special event activities for the recreation and fitness program.

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:

- Plans and coordinates recreational, social and educational activities.
- Provides clients with exercise consultation, personal training, and behavior modification coaching.
- Maintains records of attendance, inventories and incoming revenues for the program.
- Performs daily business accounting; operates cash registers, handles cash and gets change as needed; ensures all cash and monies are accounted for; balance daily receipts and reports to Treasurer.
- Assists with the preparation of the physical education instructional outlines and daily lesson plans.
- Develops and maintains a calendar, brochures, and articles of activities for the fitness and summer program.

- Assists with sports activities as needed.
- Cleans and helps maintains fitness facility and grounds; opens and prepares facility for business.
- Researches new health and fitness information, exercises, equipment, instructional techniques and strategies.
- Inspects, maintains and inventories all exercise equipment.
- Maintains inventory; orders and purchases supplies for facility.
- Writes incident and accident reports.
- Assists with the coordination of transportation between Isleta Recreation Program and Isleta Elementary School.
- Provides coaching to health educators in body composition, exercise programming and modification.
- Hosts regular staff meetings to ensure communication among staff regarding department related activities.
- Maintains current working knowledge of trends in fitness programs.
- Maintains appropriate documentation on incidents as required by policies and procedures.
- Keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

- Supervises Fitness Instructors in the provision of fitness services; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Assists in hiring, evaluating, disciplining, and developing support staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Associate's Degree in Physical Fitness or related field.
- Certification in Personal Training.
- Two years' experience in the parks and recreation field or equivalent including two years in a supervisory capacity.
- First Aid and CPR 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 operating various word-processing, spreadsheets and database software programs.
- Skill in treating patients 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 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 preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.