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

POSTING NO: 102014-26

OPENING DATE: 10/05/2026
CLOSING DATE: UNTIL FILLED
POSTED: IN/OUT

POSITION:	Fitness Instructor
PAY GRADE:	NE5 ($21.27/hr. - $33.14/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.