



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

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Eldred Enas, Chairman

April 15, 2011

#37-11

### VACANCY ANNOUNCEMENT

**DEPARTMENT:** Department of Health Services – Special Diabetes Program

**POSITION TITLE:** Fitness/Exercise Specialist

**SALARY RANGE:** \$12.02 - \$15.00 (D.O.E.)

**SUPERVISED BY:** SDP Manager

**CLOSING DATE:** MONDAY MAY, 02, 2011 AT 5:00 P.M.

**INTRODUCTION:** The position is the Fitness/Exercise Specialist for the CRIT Special Diabetes Project (SDP) under the supervision of the Special Diabetes Project Manager. The incumbent will provide fitness and exercise services and assistance for the participants of the SDP exercise program.

#### **DUTIES and RESPONSIBILITIES:**

*(The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)*

Assist in the management of day-to-day operations of the fitness and exercise programs operated by the Special Diabetes Project. Ensure the safety of the participant as the first priority. Keeps all fitness equipment and accessories in excellent working condition and oversees preventative maintenance program.

Facilitate community, group and individual exercise classes and activities. Motivate and encourage participants, creating fun and enjoyable exercise programs for participants of all ages. Works with staff and facility to ensure cleanliness standards and conducts walkthrough in fitness department. Performs fitness assessments, body composition analysis and records the progress of each participant.

Provide orientation to participants regarding the proper usage of the exercise equipment. Handle and resolve all participant issues or concerns relating to the SDP fitness center's programs and operations. Assist in creating incentives for participants to enjoy their exercise program. Prepare monthly activity reports for submission to Project Manager.

Participate and help plan community workshops and award banquet presentations. Perform other responsibilities or projects related to health and wellness as assigned by the Project Manager. Perform other duties as directed within the scope of project activities and/or duties and responsibilities.

**QUALIFICATIONS:**

1. **EDUCATION:** Associate Degree with emphasis on health sciences or physical education OR a minimum of 3 years work experience in related field and high school diploma.
2. **EXPERIENCE:** Two years experience in health education or community education, coordinating and implementation of community projects. Experience may be substituted for educational requirements on a year for year basis.
3. **KNOWLEDGE, SKILLS, and ABILITIES:**
  - Knowledge in the health issues related with diabetes.
  - Working knowledge of health care, with preference in the area of prevention and care of diabetes.
  - Certified in CPR/First Aide (SDP will assist with certifications).
  - Physically able to perform duties assigned..
  - 3-5 years personal health and wellness experience
  - Must be organized, self-motivated and able to work with minimal supervision.
  - Ability to prepare and maintain written reports and data records.
  - Maintain flexible hours, varied schedule, and be willing to travel.
  - Must be able to work with confidential material in accordance with the *Federal Health Insurance Portability and Accountability Act. (HIPAA)*
4. **LICENSING/CERTIFICATIONS:**
  - Possess a valid Arizona Driver's License.
  - Certified in CPR/First Aide (SDP will assist with certifications).
  - Fitness Certification, or be able to obtain within 6 months of hire.
  - Employment is subject to fingerprinting for the purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.

For Employment Application visit: <http://crit-nsn.gov>

Submit completed application to: CRIT Human Resources Department  
26600 Mohave Road  
Parker, Arizona 85344

**INDIAN PREFERENCE:** The Colorado River Indian Tribes does not discriminate against employees or applicants based upon race, color, sex or national origin. However, to the extent permissible under Sections 701(b) and 703(i) of Title VII of the Civil Rights Act, the Tribe does apply a hiring preference to enrolled members of federally recognized Indian tribes.

CRIT offers Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave. Pre-employment drug screening enforced.