

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

JOB DESCRIPTION

POSITION TITLE: Fitness Specialist
POSITION NUMBER: 00493
DEPARTMENT: Fitness
LOCATION: 2640 West Point Rd, Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Fitness Supervisor
SALARY: NE10 \$14.68/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: December 30, 2016
CLOSING DATE: Until Filled
Transfer Deadline: January 9, 2017
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Access, design and implement individual, group exercise and fitness programs and services. Instruct a variety of group fitness classes/activities, evaluate health behaviors, risk factors, conduct fitness assessments, lifestyle profiles, goal identification/setting, nutritional analysis, and writes appropriate exercise. Motivate individuals to modify negative health habits and maintain positive lifestyle behaviors. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Access, design and implement individual and group fitness programs and services. Conduct lifestyle profiles, fitness assessments, nutritional analysis, goal identification and setting; monitor exercise activities; and teach safe and appropriate use of equipment.
2. Develop, implement and instruct strength and cardiovascular exercise programs and a variety of safe and effective aerobic/exercise classes, aquatic classes/programs.
3. Complete all reports including activity checklist, narratives and injury/accident reports in an accurate and timely manner.
4. Maintain client records as needed/required.
5. Participate and assist in the development of short and long range department planning.
6. Network and coordinate Family Fitness Programs and services with other Tribal and non-tribal entities.
7. Maintain accurate records and prepare statistical data/reports.
8. Monitor member service areas inside and outside of facility, to include parking lot violations and maintain a safe environment conducive to healthy lifestyles.
9. Open and close the Oneida Family Fitness Center, to include the pool facilities.
10. Check all equipment for repairs and/or defects daily and report as needed/required.
11. Work well with and relate to all age groups.

JOB DESCRIPTION

Fitness Specialist

Page 2

DUTIES AND RESPONSIBILITIES: (Cont.)

12. Creatively market and promote programs and services through various media: corporate presentations, bulletin board displays, e-mail, flyers, and newspaper articles.
13. Prepare, deliver and attend outreach programs and events.
14. Develop, implement and instruct age appropriate games/activities ranging from toddler through elders.
15. Conduct facility tours, membership sales with enthusiasm, courtesy and respect.
16. Assist in operating the reception area: answer and screen telephone calls, take and relay accurate messages, type accurate memos/messages, correspondence, reports, forms, notes, travel log and other documents.
17. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
18. Contribute to a team effort and accomplish related results.
19. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
20. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
21. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, stand, walk, bend/stoop, balance and push/pull. Repetitively use hands and feet.
2. Occasionally squat, climb heights, reach above shoulder level, crouch, kneel, carry up to seventy-four (74) pounds and one hundred (100) pounds with assistance.
3. Work is generally performed in an indoor setting with a moderate noise level. Employee may occasionally be exposed to heat, cold and rain.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty days of employment and annually thereafter.

STANDARD QUALIFICATIONS:

1. Skill in customer/client relationships.
2. Skill in operating various word processing, spreadsheets, and database software programs in a window environment.
3. Ability to establish and maintain productive working relationships with co-workers and clients of varying social and cultural backgrounds.
4. Ability to positively and effectively communicate and interact with internal and external customers using tact, courtesy, respect, objectivity and maturity.
5. Ability to work all shifts to accommodate Oneida Family Fitness operating hours of (5:30) A.M. to ten (10:00) P.M. which includes holidays and weekends.
6. Ability to work independently and in a team/ group setting with minimal supervision.
7. Ability to inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions.
8. Must be CPR and Red Cross First Aide Certified. Must maintain CPR and Red Cross First Aide Certification during employment.
9. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
10. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department.)**
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
15. A valid driver's license, reliable transportation and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain drivers' eligibility as a condition of employment.

JOB DESCRIPTION

Fitness Specialist

Page 3

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Lifeguard Certification.
2. Indoor/Outdoor Ropes Course (belaying/climbing) and/or therapeutic recreation experience.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelor's Degree in Exercise Physiology, Physical Education or closely related field or four (4) years experience working in a fitness related setting.
2. Personal Training Certification or one (1) year of strength training instruction and program development experience; with ability to obtain Certification within six (6) months of employment.
3. Aerobic/Group Fitness Instructor Certification or one (1) year of group fitness instruction experience with ability to obtain certification within six (6) months of employment; an equivalent combination of education and experience may be considered.
4. Must be able to demonstrate group fitness instruction skills, motivational/coaching abilities and exercise/ strength training instruction techniques. **(Must be able to pass a skills test administered at the Oneida Family Fitness.)**

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**

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6. Network and coordinate Family Fitness Programs and services with other Tribal and non-tribal entities.
7. Maintain accurate records and prepare statistical data/reports.
8. Monitor member service areas inside and outside of facility, to include parking lot violations and maintain a safe environment conducive to healthy lifestyles.
9. Open and close the Oneida Family Fitness Center, to include the pool facilities.
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