

DIABETES FITNESS COORDINATOR ASSISTANT

Position Announcement

JOB SUMMARY:

The Diabetes Fitness Coordinator Assistant works with the Diabetes Fitness Coordinator to promote and maintain the health of Tribal Members residing on the reservation.

TITLE:	Diabetes Fitness Coordinator Assistant
DEPARTMENT:	Community Health Representatives (CHR)
SUPERVISOR:	Diabetes Fitness Coordinator
OPENS/CLOSES:	Current
CLOSES:	Until filled
STATUS:	20 hours per week No Benefits
SALARY:	\$11.75 per hour

DUTIES & RESPONSIBILITIES:

- Individual in this position will be responsible for opening and closing the gymnasium and fitness rooms on a daily/nightly basis and be willing to work weekends on occasion
- Work with the Diabetes Fitness Coordinator to assist individuals in their workout routines and age appropriate exercise classes and help tribal and community members in these activities daily
- Maintain the cleanliness of the gym, bathrooms and workout rooms in the building. Ensure equipment is maintained and operating properly
- Instruct and demonstrate the proper use of the equipment.
- Keep attendance records for facility use each day. Ensure that a liability waiver has been signed by each individual using weightlifting and exercise equipment and that waiver is on file
- Provide transport for Fitness Friday Kids and Active Elders and other programs
- Provide First Aid to anyone injured at the facility
- Must have a desire to promote a healthy lifestyle through physical fitness strategies designed to improve the overall health of tribal and community members
- Monitor activities at the gym to ensure the safety of, and proper use of equipment at all times
- Must be able to organize physical fitness strategies, exercise classes and activities for all ages.
- Maintain the goal of improving the overall health and well-being of tribal members by helping to achieve healthy lifestyles.
- Assist with providing fitness activities through Zoom or social media with the Diabetes Coordinator
- All other duties as assigned. Must work as a team player

MINIMUM QUALIFICATIONS:

- Become CPR and First Aid certified within four (4) months of hire.
- Must attend trainings to become certified in Native Fitness within one year of hire
- Work well with all ages of individuals as well as groups.
- Must have GED/High School Diploma.
- Must be able to pass a background check as well as possess a valid drivers' license, have a clean driving record and be insurable.

DRUG-FREE WORKPLACE POLICY: The Kaibab Band of Paiute Indians has a zero-tolerance drug use policy. This position requires pre-employment and continued random drug testing.

Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 2 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-7245. **Only completed applications will be accepted.** *All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record, and two completed fingerprint cards* (available at the Human Resource Office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND
ADHERES TO THE INDIAN PREFERENCE ACT