



TAOS PUEBLO JOB DESCRIPTION

JOB TITLE: Youth Fitness Specialist
PAY GRADE: NE8
FLSA STATUS: Non-Exempt
DEPARTMENT: Health and Community Services
REPORTS TO: Wellness Manager

GENERAL PURPOSE:

The Youth Fitness Specialist provides fitness and recreation program activities for Taos Pueblo youth as part of the Diabetes Prevention Program of Taos Pueblo Health and Community Services.

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.

DUTIES & Responsibilities:

Develop, and coordinate fitness/health programs for children and youth at Taos Pueblo including designing and implementing year-round fitness programs.

Collaborate with Taos Pueblo Day School to provide After School fitness programs during the school year and summer school.

Collect data for program reporting and grant reporting purposes. Write activity and data summaries as requested.

Create promotional and educational materials including brochures, calendars of events, and presentation materials related to program and Division of Health and Community Services activities.

Provide supervision during open gym and other health and fitness activities sponsored by the Diabetes Prevention Program, Fitness Program, and/or Taos Pueblo Division of Health and Community Services.

Collaborate with Community Fitness Specialist, and Senior Fitness and Activity Coordinator to maintain and safe and clean work environment at the community gym. Assist with facility oversight and usage of Community Center.

Collaborate with Community Fitness Specialist, and/or Senior Fitness and Activity Coordinator to monitor fitness classes and programs occurring in the community gym, including individual and group gym activities.



Participate in the maintenance and ordering of equipment used in the fitness program.

Participate in planning, coordination, and implementation of classes, activities, and initiatives designed to address the goals and objectives of the Diabetes Prevention Program and the Division of Health and Community Services at Taos Pueblo.

Participate in program and division meetings and trainings.

Adhere to the Taos Pueblo and Health & Community Service Division policies and procedures.

Perform other duties as assigned through the Health & Community Services Division/Wellness Manager or Division Director.

SUPERVISION EXERCISED:

N/A

MINIMUM QUALIFICATIONS:

High school diploma or equivalent. Valid New Mexico Driver's License. Must pass a BIE Background check. First Aid Certification and CPR Certification.

Experience in recreation, fitness or health field or equivalent experience and education preferred.

Tiwa speaking preferred.

Taos Pueblo reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of MS Word, Publisher, Excel software.
- Customer service experience with excellent people skills.
- Strong communication skills (written & verbal skills)
- Be willing to get trained and seek other specialized certifications.

PHYSICAL DEMANDS:

Moderate physical activity. May require strenuous physical work; heavy lifting, pushing, or pulling required of objects over 25 pounds.



WORK ENVIRONMENT

Work environment involves exposure to physical risks, such as operating exercise equipment. Work is performed in both an indoor and outdoor work environment. Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, unpleasant odors, and/or loud noises.

EMPLOYEE'S CERTIFICATION:

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo as the needs of the employer and requirements of the position change.

Employee's Signature

Date