



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Exercise Specialist I
Dept./Division: Health/Diabetes Program
Unit: Diabetes Program
Job Family/Class: Recreation Series
Supervised By: Fitness and Recreation Activity Coordinator
Employee Type: Hourly
Pay Grade: 9

NATURE OF WORK:

Under direct supervision of the Fitness Recreation Activity Coordinator, incumbent will promote, organize, coordinate, supervise and conduct physical fitness activities for participants.

ESSENTIAL FUNCTIONS:

- Administer fitness testing/screening devices to determine health risks.
- Make recommendations for and implements exercise prescription and programs.
- Monitor individual participant progress and record all information in participant files.
- Instruct various group fitness classes to community members.
- Work with participants in adjusting exercise prescriptions and program to meet their needs.
- Provide information and instruction on proper use of exercise equipment.
- Actively collaborate with Diabetes Outreach and Recreation staff for education, activities, and events.
- Provide exercise and health education sessions in various settings.
- Participate in community-wide special events and education programs designed to prevent and control diabetes.
- Assist in preparing materials for seminars, special events and for on-site reference needs for program participants.
- Collect, manage and prepare statistical data.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- How to take vital signs, to include blood sugar;
- Benefits of exercise and nutrition for diabetes management;
- Organize and implement community fitness events and activities;
- Tribal resources available to community member for support services;
- Basic techniques of CPR, First Aid, and implementation universal precautions procedures;
- Measure and interpret blood glucose levels;
- Large and small group fitness and recreation activity planning, organization, and implementation;
- Physical fitness activities available (free weights, treadmill, etc.);
- Policies and procedures for safeguarding confidential information;

- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Basic computer skills;
- Understand when a diabetic should or should not exercise;
- Adapt instruction style for all types of personalities and various individual needs;
- Maintain health records of patient care;
- Lifesaving principles and practices;
- Proper lifting techniques;
- Use of various exercise equipment;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

High School Diploma or GED;

AND

- Certified as a Personal Trainer by the National Strength and Conditioning Association (N.S.C.A.) within one (1) year of hire.
- Certified as a Group Fitness Instructor by American Council on Exercise (A.C.E.) within six (6) months of hire.
- Must attend and complete CPR and First Aid Training within three (3) months of hire

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal

insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing and balancing. Incumbent may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, chemicals, oils, bodily fluids, travel and work space restrictions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date