



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** **Fitness Center Associate (Full Time)**  
**SUPERVISOR:** Fitness Center Supervisor  
**LOCATION:** Wellness Center (Fitness Area)  
**POST DATE:** June 18, 2024  
**CLOSING DATE:** July 2, 2024

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**General Description:** The primary responsibility of this position is to perform excellent customer service to fitness center members, staff and potential members. Be knowledgeable of good physical fitness. Provide general guidance and display a positive attitude towards others.

**Qualifications:** High school diploma or equivalent is required. A Physical fitness background with knowledge of the use of exercise machines and equipment. Must have basic computer skills. Must be able to work unsupervised.

**Salary:** \$15.00-\$16.50/hr.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Fitness Center Associate (Full time)

**B. DEPARTMENT:** Wellness Center (Fitness Area)

**C. SUPERVISOR'S TITLE:** Fitness Center Supervisor

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to perform excellent customer service to fitness center members, staff, and potential members. Be knowledgeable of good physical fitness. Provide general guidance and display a positive attitude toward others. Specific responsibilities include, but are not limited to the following:

1. Welcome fitness patrons and potential members.
2. Present information on membership and provide tours of the fitness area.
3. Cleaning and maintenance of fitness equipment, mirror, and floor areas.
4. Answer questions pertaining to the fitness area in person and on the telephone.
5. Provide quality customer service.
6. Data entry of customer's confidential personal information.
7. Monitor membership.
8. Monitor reception area and/or gym area during fitness hours and as assigned.
9. Direct fitness patrons to appropriate equipment and machine locations.
10. Provide general guidance to members on the use of the equipment.
11. Responsible for opening and/or closing the center for fitness.
12. Must be helpful, respectful and display a positive attitude toward others and fitness.
13. Must be flexible in work schedule and be able to work days, evenings, and weekends.
14. Assist in developing departmental policies as necessary.
15. Maintains strictest confidentiality according to HIPAA standards and upholds confidentiality working with clients.
16. Participates in mandatory trainings and completes assigned trainings.
17. Understands the principle of Quality Improvement and participates in appropriate QI projects.
18. Works toward achieving implementation of AAAHC certifications and conducts appropriate follow up.
19. All other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with staff, patrons, and other building employees.
2. **External:** Heavy frequent with potential customers and other physical fitness related personnel.

**F. SUPERVISORY RESPONSIBILITIES:** None

