



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Fitness Center Associate (Full Time)**
SUPERVISOR: Community Health Manager
LOCATION: Wellness Center (Fitness Area)
POST DATE: September 28, 2026
CLOSING DATE: October 12, 2026

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: \$16.00-\$18.00/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 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

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: Community Health Manager

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

G. SUPERVISION RECEIVED: Performs position responsibilities under the direction of the Community Health Manager checking frequently for changes in assignments or directions.

H. EDUCATION: High school diploma or equivalent is required. Successful applicant will be required to attain CPR/AED Healthcare Provider Certification and successfully maintain thereafter.

I. EXPERIENCE: Physical fitness background with knowledge of the use of exercise machines and equipment. Must be able to work unsupervised.

J. SKILLS: Must have basic computer skills, good verbal and written communication skills, be dependable, hardworking, friendly, and courteous. Previous customer service skills preferred.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Must be able to walk and stand for a reasonable duration during work shift. Able to lift as least 50 lbs.

2. **Exposure to Hazards:** Must use “safety first” concept at all times when working with machines and equipment.

3. **Physical Requirements:** Very physical position at times when working with members on machines and equipment.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Fitness Center Associate to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Employee must provide proof of immunity to measles, mumps, rubella, varicella, Hep B, and pertussis/Tdap at the time of employment and submit to a TB test. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee **Date**

Previously signed
Tribal Administrator **Date**

Manager **Date**

Previously signed
Human Resource Director **Date**