

**NORTHERN CHEYENNE TRIBE  
NORTHERN CHEYENNE TRIBAL HEALTH DEPARTMENT  
Northern Cheyenne Wellness Center**

**POSITION:** Fitness Building Manager

**SALARY:** DOE

**DEPARTMENT:** Northern Cheyenne Wellness Center

**ACCOUNTBLE TO:** Northern Cheyenne Wellness Center Supervisor/Director

**CLASSIFICATION:** Full time, non-exempt

**OPENING DATE:** April 29, 2024

**CLOSING DATE:** May 9, 2024 at 4PM

**How To Apply:** Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED  
(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:**

The Fitness Building Manager will manage the implementation of physical fitness programs for NC Tribal Health on the Northern Cheyenne Reservation. The Fitness Building Manager is responsible for the supervision of the fitness center staff and its patrons. The Fitness Building Manager will work with the staff on the opening, closing and securing the fitness center per schedule. They are also responsible for the appropriate use and cleaning of the equipment. They will manage safety issues, scheduling of staff and trainings, ordering of supplies and daily functions of the Fitness Center.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs duties such as managing the daily operations of the Fitness Center. Ensures a safe and sanitary facility for the public and staff. Ensures meaningful activities for all participants. Initiate's fitness activities such as fun runs and walks, etc.

**Personal Contacts:** This position requires daily contact with the Diabetes Coordinator to ensure program goals are being met. This position will be in daily contact with the public who utilize the facilities. Public relation activities; prepare and demonstrate safe use of equipment, participates in Diabetes Program related activities, enforces fitness center policies, and promotes the safe use of equipment and the Fitness Center. All other responsibilities as assigned.

**Supervision Received by:** Supervision by the Northern Cheyenne Wellness Center Diabetes Coordinator.

**Supervision Exercised:** Supervision of all Fitness Coordinators.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:** Managing of the staff, maintenance of equipment and facility, promoting safe use of equipment.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of management and supervision, fitness training and health disparities that affect our community.

**Skills:** This position requires knowledge and skills in the management and safe use of fitness center equipment and facilities.

**Abilities:** This position requires the ability to manage and demonstrate safe use of equipment to clients. Able to work without supervision, work flexible hours, (i.e. evenings and weekends, as assigned)

**JOB PERFORMANCE:** Evaluation of this position will be based primarily upon performance of the requirements and duties.

**Demonstration:**

1. Esurance of proper preparation of equipment to be used daily.
2. Manage maintenance of equipment.
3. Ensure proper clean up before and after equipment and facility is utilized.
4. Initiation of community fitness activities.

**Public Relations:**

1. Ensures the proper promotion of the Fitness Center activities.
2. Input from community on needed activities and development of the Fitness Center.

**Training:**

1. Participates in all in-service training, attendance and participation in all regular staff meetings is mandatory.
2. Will take additional fitness or health training, to enhance job skills
3. Will schedule proper certification of all Fitness staff.

**Management:**

1. Ordering of all supplies, cleaning supplies, etc...
2. Ensuring the safety and security of the Fitness Center at all times.
3. Ensures all equipment is safe and properly functioning.
4. Develops a schedule for coverage for all staff. Ensures proper coverage at all times of the Fitness Center.

**EDUCATION AND EXPERIENCE:** Skills and abilities are required through a combination of education and practical experience.

1. High School Diploma or GED,
2. Minimum of 6 months' previous experience in a supervisor/management.
3. Certification in Fitness or Health related area within 1 year of hire.
4. Must be willing to get CPR and First Aid Certifications.
5. Must submit to and pass a federal background check.

**PREFERNCE IN HIRING:**

In accordance with the hiring preference policy of the Northern Cheyenne Tribe, first preference in hiring for this position will be given to qualified enrolled members of the Northern Cheyenne Tribe. (Attachment of Tribal Identification or Enrollment Certification must be provided)