



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Wellness Activities & Events Coordinator
Fitness Center (FC) Lummi Tribal Health Center (LTHC)

OPEN: July 9, 2018

EXEMPT: No

SALARY GRADE: (5) \$14.35-\$16.07

SHIFT: Day

LOCATION: Fitness Center (FC)

DURATION: Part Time Permanent

CLOSES: July 17, 2018

JOB CODE:

DIVISION: Health Services

DEPARTMENT: Fitness Center

SUPERVISOR: FC Manager

VACANCIES: 1

JOB SUMMARY: Assist with promoting, implementing, and instructing Fitness Center programs, classes, activities, and events that promote physical activity and healthier life-styles using a variety of media and other sources. Produce monthly LIBC Wellness Newsletter. Assist with daily operation of Fitness Center as needed. Work schedule may vary according to activities 20 hours per week.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Promote regular use of Fitness Center and Wellness Programs.
2. Assist with planning, promoting and recruitment for, and implementation of fitness classes, events, and activities
3. Oversees all Fitness Center Advertisement and social media pages
4. Coordination of Fitness Center Classes
5. Small group instruction
6. Responsible for researching, writing, editing, layout, and delivery of wellness newsletter
7. Ensure a safe and clean exercise environment by doing light housekeeping and reporting hazardous conditions immediately.
8. Attend trainings and meetings required for program coordination, education and skill development.
9. Work with members and community and other Tribal Programs promoting and seeking sponsorship for Safe Streets Walks, fitness challenges, and other wellness activities
10. Write and produce promotional materials for SQ and variety of other media.
11. Maintain strict confidentiality with all client information.
12. Assist with attendant duties, if needed.
13. Assist with housekeeping duties, if needed.
14. Other duties assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 2 years work experience in an exercise related field.
- Personal Training Certification or enrolled in Personal Training education

- 1 year work experience using computer skills including MS Word, Excel
- Possess certification for CPR, First Aid, and Food Handlers or be willing to attain in 30 days.
- Lummi/Native American/Veteran preference policy applies Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to search internet, and ability to convert files using Adobe PDF.
- Ability to complete personal training or exercise/nutrition related program.
- High level of written and oral communication skills.
- Ability to use digital and video cameras.
- Knowledge of Lummi community, people and culture
- Ability to recruit, motivate, and follow through with people of all fitness levels.
- Self motivated and able to work independently without supervision.
- Reliable, dependable, and trustworthy

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.