



# 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:** Lummi Fitness Center Manager

**OPEN:** October 15, 2026

**EXEMPT:** Yes

**SALARY:** (10) \$30.42-\$34.26/hr. DOE

**SHIFT:** Day

**LOCATION:** Fitness Center

**DURATION:** Regular Full-Time

**CLOSES:** October 29, 2026

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** Fitness Center

**SUPERVISOR:** Healthcare Administrator

**VACANCIES:** 1

**JOB SUMMARY:** Responsible for ensuring the quality of service and supervision of Fitness Center staff. Performs new member assessment, health screening, fitness testing, equipment orientation, and exercise program development. Be available to advise members with training questions and other health and fitness education. Develops lesson plans and class outlines and serves as trainer for special groups and classes. Trains other club employees in conducting fitness testing and equipment orientations. Maintains and repairs exercise equipment. Acts as a liaison between the Fitness Center and vendors and manufacturers. This position serves on the Safety Committee of the Lummi Tribal Health Center.

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

### **INSTRUCTION**

- Identify and implement group fitness and other fitness program opportunities for members
- Prepare contracts for fitness instructors or fitness program vendors as needed
- Develop class outlines for special groups as need or requested and work with these groups in a training capacity.
- Meet with new club members and identify health issues that may require a physician's approval before starting an exercise program.
- Maintain quality of instruction, safety, sanitation, and customer service
- Help members identify exercise needs and goals; conduct fitness training; and develop exercise recommendations.
- Conduct equipment orientations and ensure safe and productive use of equipment of all members
- Develop partnerships with outside organizations and businesses that will assist in promotion of health and wellness activities and programs for Members and Community.
- Maintain Continuing Education credits to remain current trends for instruction and fitness.

### **SUPERVISION**

- Provide day-to-day management of the Fitness Center
- Develop training plans and corrective action plans as needed
- Develop and approve employee schedules for shifts and leave requests

- Perform supervisor duties to include hiring, firing, evaluations, establishing work standards, conflicts and complaints.

### **Marketing**

- Implement marketing strategies and recruit and retain members
- Promote regular use of the Fitness Center and Wellness Program
- Oversee all Fitness Center advertisement and social media pages.
- Responsible for writing, editing, layout and delivery of wellness newsletter and promotional material for Squol Quol and other media.
- Coordinate with members and other LIBC departments to plan and promote sponsorship for Safe Street Walks, Fitness Challenges, and other wellness activities.

### **ADMINISTRATIVE**

- Receive and resolve member complaints related to the Fitness Center
- Address and resolve policy member violations and complaints
- Conduct inventories and purchase supplies, equipment, necessary for efficient operation of the facility.
- Perform routine maintenance and safety checks on the club's exercise equipment and repair as needed
- Prepare and manage contracts for upkeep and maintenance of the facility and equipment as needed.
- Prepare special reports, and projects related to management of the Fitness Center as requested or assigned.
- Develop, update and maintain knowledge of Lummi Fitness Center policies and procedures that pertain to members and staff.
- Serve and participate on the Safety Committee of the Lummi Nation Health Center.
- General bookkeeping, process monthly payments, payroll deductions.
- Prepare, manage, and monitor annual department budget.
- Responsible for development and implementation of the annual work plan consistent with the Community Plan and LIBC goals and reporting progress as required to LIBC, Health and Family Services Commission and community.
- Provide backup for front desk attendants as needed
- Perform light housekeeping duties which include hazardous conditions, which require proper training of infection control procedures.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- B.A. degree in Exercise Science or related field required.
- Minimum of five (5) years of experience in Exercise and Fitness related field.
- Minimum of two (2) years of management and supervision experience required
- Certification of Personal Trainer required
- Certification in each of the following: Fitness, Nutrition and Group Fitness
- Hold current CPR Training Certification and First Aid card required
- Complete all AAAHC required training within 30 days of hire
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of operations, marketing, and basic accounting principles
- Facility related management experience preferably in fitness or community health environment
- Experience communicating with and training people of all areas, health and fitness levels, and cultural backgrounds
- Knowledge of human anatomy, physiology, biomechanics, and kinesiology
- Exceptional communications skills in order to sustain community satisfaction.
- Must maintain strict confidentiality at all times.

**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.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Position requires extensive Criminal Background Check.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto: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.