

HOULTON BAND OF MALISEET INDIANS

Job Description

HEALTH DEPARTMENT

FITNESS ACTIVITIES COORDINATOR

Approved by Tribal Council: 06/25/2019

Revised: 07/19/2022

Status: Full time, 40 hours per week

Supervisor: Health Director

Pay Range: \$20.19 - \$22.60

Role: The role of the Fitness Activities Coordinator is to develop, implement and administer a community recreation/fitness program comprised of both individual and group services based on client needs that will improve the overall health of the Maliseet community.

Position Responsibilities:

1. Coordinate activities with the Diabetes Coordinator, and Youth Activities Coordinator and Maliseet Head Start that will meet the objectives of each program.
2. Schedule day to day fitness activities for Tribal Members
3. Provide individual support and counseling in wellness and fitness based on the individual needs of community members.
4. Develop and instruct fitness classes to improve strength, flexibility, cardiovascular conditioning, or general fitness of participants
5. Operate and instruct others in proper operation of fitness equipment, such as weight machines, exercise bicycles, benches, hand weights, treadmills and fitness assessment devices.
6. Track and maintain activity and attendance records of participants attending physical activities, educational workshops, and other health awareness projects in compliance with grant guidelines
7. Provide intervention strategies in fitness and nutrition, which will increase physical activity in Tribal Members
8. Develop culturally sensitive physical activities and field trips
9. Schedule and notify Tribal members of planned events that will take place on a daily, weekly, or monthly basis.
10. Develop a fitness program specific to Diabetes Clients
11. Accept referrals from medical providers to develop fitness programs based on provider recommended treatment for individual clients
12. Establish a resource space in the Gymnasium to display health, safety, and physical activities information
13. Supervise the Fitness Center Attendant
14. Maintain or arrange for maintenance of fitness equipment or facilities and ensure a safe and clean facility and equipment

15. Administer the Fitness Activities budget
16. Evaluate recreational needs, activities, and facilities; making recommendations for improvements and changes.
17. Participate in Health Insurance Portability and Accountability Act (HIPAA) Training as required by HBMI Policy and maintain HIPAA Compliance in performance of position function

Minimum Qualifications

- Graduate of a four-year college with specialization in recreation leadership; or an equivalent in combination of experience and training
- Must maintain valid fitness instructor certifications for both group and individuals
- Experience in recreation leadership in a supervisory capacity
- Certified in CPR and First Aid or ability to become certified
- Knowledge of First Aid methods used in recreation programming
- Experience with Youth Activities
- Must provide consent to, and pass, a State of Maine criminal background check, DHHS background check, and a urine drug screen
- Consent to a Department of Motor Vehicle Background Check
- Valid driver's license
- Ability to communicate effectively with adults and children
- Strong written and oral communication skills
- Must be available for flexible hours

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirements:

Physical Abilities:

Bending	F	Sitting	O	N (Not applicable)
Carrying	F	Standing	C	O (Occasionally) up to 2 hours a day
Driving	O	Talking	F	F (Frequently) 2-6 Hours a day
Handling	F	Walking	C	C (Constantly) over six hours a day
Hearing	F	<u>Lifting/Carrying</u>		
Keyboarding	O	50 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	50 lbs. or less	O	