

SDPI Diabetes Program  
Position Description

Lead Fitness Trainer

Introduction:

The position is full-time and is located at the Sisseton-Wahpeton Oyate Health, Fitness and Diabetes Program (SWOHFDP) The purpose of this position is to function as the Lead Fitness Trainer at the SWP Health and Fitness center.

Organization:

The employee shall be subject to the internal policies and procedures of the health component. Work is performed within established plans, policies and objectives of the program. The employee must use initiative in carrying out vital professional and administrative duties associated with assisting people in the specialized fitness, nutrition, and other healthy lifestyle activities we are doing to prevent diabetes, diabetes complications, improve our client's health and promote wellness.

Duties:

1. Supervise and coordinate all fitness activities held at the fitness center and community outreach projects.
2. Train and supervise fitness staff to ensure people fill out history forms correctly, check blood sugars, blood pressures, blood cholesterol and all other check-in tasks. Ensure work out forms are completed and signed and given to data coordinator.
3. Responsible to maintain fitness equipment by having staff clean equipment on a daily basis. Will ensure fitness center is secure and safe after each shift is over.
4. Responsible for working with fitness center participants to encourage physical activity, performing physical assessments on clients and set up individual workout plans.
5. Responsible for assisting with physical activities in the community as well as promoting the walking/running club. Assist with fitness challenges, wellness fairs, and anything that will help people become more physically active.
6. Responsible for developing individualized workout plans for clients who require one. Develop and implement specialized fitness and prevention activities to benefit persons with diabetes or who are at risk for developing diabetes. Examples: aerobic activities, therapy pool, exercise assessment and fitness plans, home fitness plans and family fitness. Most clients will be put on a six to twelve week training program.
7. Person will also assist in screening new participants and recruiting new participants into the program.
8. Program monthly reports and other tasks associated with being a fitness supervisor as directed by program manager to meet the goals and objectives of the program
9. Assist with outreach activities or other duties assigned by program coordinator to meet the goals and objectives of the program.

## Qualifications:

1. Must be physically fit and motivated.
2. Must have a high school diploma, supervisory work experience in a health/fitness related field and/or a strong fitness background. Certified Fitness Trainer preferred and must be willing to become certified if not.
3. Must have strong communication skills, both oral and written and strong organization skills.
4. Valid South Dakota state driver's license or ability to obtain one within two weeks of date of hire, and a driving record acceptable to the Tribe's insurance carrier.
5. Committed to living and promoting healthy and addiction free lifestyles (*which includes no current use of alcohol or psychoactive substances, except such as may be prescribed by a licensed medical practitioner, no addictive behaviors, and personal seat belt usage*). Drug screening is required in accordance with the Personnel Policies.
6. Must submit evidence of having had a physical examination by a licensed medical practitioner. Employee must have a negative PPD or TB tine test upon hire and have clearance to work by a licensed medical practitioner if the test is positive.
7. Must consent to and pass criminal background check and character investigation pursuant to the Indian Child Protection and Family Violence Protection Act P.L. 101-630 (*no convictions for a crime against a child or another person*).
8. Knowledge of and ability to follow and abide by applicable Federal, Tribal, and State laws, regulations, circulars, standards, requirements, reporting criteria, and agreements or assurances.
9. Able to work in a supportive, respectful, confidential, non-judgmental, and therapeutic manner with people (health agencies, institutions of higher education, program participants, community members, and co-workers) from varied cultural, economic, age groups, and education backgrounds in a variety of settings.
10. Demonstrated computer skills and ability to use a variety of software programs, including work processing, spreadsheet, Internet Explorer, Outlook Express, Power Point, desktop publishing and other common software applications.