



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Personal Trainer I</u>	OPENING DATE:	<u>May 31, 2023</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Recreation Center</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Dir. Recreation Ctr.</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

The Personal Trainer I is a full-time position with the fitness team in the state-of-the-art Pechanga Recreation Center that delivers a wide variety of activities to the Pechanga community. The Personal Trainer I is responsible for providing supervision and instruction of exercise programs and ensures proper, safe use of all Pechanga Recreation Center equipment and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the supervision of all fitness activities within the Pechanga Recreation Center facilities; ensures all participants comply with the set safety standards and adhere to all the facility Policies & Procedures.
- Assist with member/participant intake procedures including data entry and member orientations.
- Monitor all participants in the Weight and Cardiovascular Training Room.
- Enlist participants for personal training sessions; conduct Fitness Orientations.
- Conduct service appointments with members which includes body fat analysis, nutritional counseling, proper use of fitness equipment, proper form of exercises, etc.
- Motivate and inspire members to get results by setting goals, evaluate individuals' abilities, needs, and physical conditions, and develop suitable training programs to meet any special requirements.
- Observe participants and inform them of corrective measures necessary for skill improvement.
- Performs follow-up contact and schedule weekly sessions.
- Monitor participants' progress and adapt programs as needed.
- Maintain daily training logs and enter data for each participant in the facility.
- Develop and deliver monthly report of personal training activity to the Fitness Coordinator.
- Acquire necessary fitness instructor certifications to administer fitness classes as needed.
- Perform routine and daily facility and equipment maintenance, including but not limited to Locker room facilities; generate written reports of any sub-standard maintenance incidents or circumstances immediately to the Recreation Center Director.
- Assist with Recreation Center programming activity's set-up and breakdown; assist with all promotional activities and events.
- Maintain up-to-date informational literature i.e. class schedules, notices, health brochures for the member/participants.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School Diploma or a GED preferred
- Bachelor's Degree in related field, e.g. exercise science, kinesiology, etc. OR
- Current Accredited Certified Personal Trainer (CPT) cardholder with a minimum of 1-year personal training experience **required**
- Current CPR/AED Certification **required**
- Experience developing fitness programs and coaching teams preferred; supervision of geriatric fitness activities preferred.
- Prior Fitness Center or Gym experience **required**.
- Experience in Microsoft Office, including MS Word, Excel and Outlook preferred
- Experience with calendar and scheduling software, preferably Setmore.
- Complete necessary certifications to be able to instruct fitness classes within 1 year of employment.
- This full-time position requires some day, evening, weekend, and/or holiday schedule availability.
- Must be self-motivated, results driven and highly organized.
- Must possess good verbal and written skills.
- Must be able to lift up to 50 lbs.
- Must complete annual CEU requirements as designated.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592

WWW.PECHANGA-NSN.GOV

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV

Fax: 951-587-2209

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