



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Personal Trainer II
STATUS: Non-Exempt
CLASSIFICATION: Part-time
DEPARTMENT: Pechanga Recreation Center
SUPERVISOR: Fitness Coordinator
POSITION CATEGORY: B
RATE OF PAY: DOE

SUMMARY:

The Personal Trainer II is a part-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 II 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.

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.

- 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.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

QUALIFICATIONS, EDUCATION & 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; and 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 preferred.
- This part-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.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Interest and ability to actively look for ways to help people
- Able to be aware of others' reactions and understanding why they react as they do.
- Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ability to coordinate the movement of your arms, legs, and torso together when the whole body is in motion.
- Ability to exert yourself physically over long periods of time without compromising the quality of work.

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- Ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- The ability to communicate information and ideas in speaking so others will understand.
- Ability to develop constructive and cooperative working relationships with others, and maintain them over time.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to walk, stand sit and talk or hear. The employee is often required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee will need to frequently perform physical activities that require the use of your hands, arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping and handling of materials. The employee must often lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see details that are less than a few feet away.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee frequently works near moving mechanical parts and occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually moderate or moderately noisy during classes, events or outdoors.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee	Date	Print name of employee
Signature of Employee's Manager	Date	Print name of employee's manager

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