PERSONNEL

CHEYENNE and ARAPAHO TRIBES

PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

******VACANCY ANNOUNCEMENT******

POSITION: **Physical Fitness Assistant**

PROGRAM: Health Education

LOCATION: Health Building, El Reno, Oklahoma

ISSUE DATE: April 13, 2023 **CLOSING DATE**: Until Filled

GENERAL DESCRIPTION:
This position shall be under the supervision of the Health Education Coordinator. The physical fitness assistant will help to implement disease prevention and health promotion activities in the Cheyenne and Arapaho Tribes service area. The physical fitness assistant will focus on keeping people healthy by empowering participants to choose healthy behaviors that reduce the risk of developing chronic diseases. The physical fitness assistant will promote an active lifestyle at multiple levels, settings, and in a variety of populations. The physical fitness assistant will assist in the implementation of an employee health and fitness program.

RESPONSIBILITIES:
Assist in the implementation of awareness campaigns at health fairs, health screenings, and community outreach activities. Conduct group activities such as exercise class, health education presentations, and planning meetings. Document number of contacts made at community outreach events. Create original flyers for program activities. Create original outreach educational displays. Develop educational pamphlets and handouts. To provide occasional support by conducting surveys online and in person and maintaining various program records like sign in sheets and correspondence with participants. Any additional duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:
Experience/knowledge in physical education, sports and/or recreation programs. Ability to apply health promotion/disease prevention concepts in all activities. Ability to work with special populations and those with special limitations or needs and awareness of safety and risk management. Able to work independently with little or no supervision. Ability to communicate effectively with participants and community groups. Ability to work collaboratively and effectively

with other agencies in the community. Ability to engage participants when public speaking. Knowledge of computer software programs including Microsoft Word, Excel, PowerPoint and Publisher. Knowledge of social media and be able to post information, flyers, pictures, and videos. Able to perform duties independently and as part of the team.

QUALIFICATIONS:

- Personal Trainer Certification or Group Fitness Instruction Certification Preferred
- Bachelor's degree in health related field preferred.
- Two (2) Years' experience in Physical Activity, Sports or Recreation
- Prior experience in a health related field
- Must have valid driver's license and provide current motor vehicle report (MVR)
- Must be willing to obtain CPR and First Aid Certification
- Familiar with organization policies and procedures
- Cheyenne and Arapaho Tribal Preference
- Knowledge of Cheyenne-Arapaho Culture
- Must be willing to work flexible hours including nights and weekends
- Must be willing and able to attend various training programs as related to position.
- Must pass background check
- Must be in good physical condition and able to lift heavy items

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@cheyenneandarapaho-nsn.gov
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at:www.cheyenneandarapaho-nsn.gov