



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2025-035  
JEMEZ HEALTH & HUMAN SERVICES  
COMMUNITY WELLNESS  
FITNESS CENTER ATTENDANT

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<b>Position Title:</b>	Fitness Center Attendant	<b>Pay Level:</b>	\$15.81-\$23.72
<b>Position Open Date:</b>	4/1/2025-Until Filled	<b>Classification:</b>	Non-Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Community Wellness
<b>Supervisor:</b>	Community Wellness Manager		

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**POSITION SUMMARY:**

Responsible for monitoring the fitness center equipment and providing customer service to members in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance with policies procedures.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

High School diploma or General Equivalency Diploma (GED).

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License -Preferred  
Background Investigation  
CPR & First Aid certification within six (6) months of date of employment

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical fitness center setting, including assisting with proper use of fitness equipment, including standing, walking, climbing, and working with people; strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person and over a radio or telephone.

### **ESSENTIAL FUNCTIONS:**

- Gives tours of the facility and promotes fitness programs.
- Introduces fitness equipment proper use to members.
- Assists members with fitness equipment and proper use.
- Monitors members within fitness area for proper use of equipment and safety.
- Monitors members for proper fitness center attire and enforces clean shoe policy.
- Contributes to the efficiency and effectiveness of the center's service to its members by offering suggestions and directing or participating as an active member.
- Maintains cleanliness and general maintenance of fitness center and fitness equipment within.
- Sweeps, mops, scrubs, and vacuums fitness center floors. Cleans furniture, counters, windowsills, window blinds, fitness equipment, doors, doorknobs, and monitor station.
- Empties, cleans, and lines waste receptacles and disposes of trash.
- Assists with cleaning and disinfecting of restrooms and locker rooms; restocks supplies if necessary.
- Washes and dries fitness area towels.
- Refills water dispensers.
- Closes windows, turns off lights, and locks doors to secure facility.
- Effectively enforces fitness center policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

### **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Towa language.
- Basic knowledge of fitness and exercise.
- Customer service.
- Proper cleaning methods, and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
- Safe work methods and safety regulations pertaining to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Computer applications related to assigned duties and activities.

Skill in:

- Understanding and following written and oral instructions.
- Working without close supervision in standard work situations.
- Operating standard office equipment, including computer equipment.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Providing customer services in the most cost effective and efficient manner.
- Using software applications related to assigned functions.
- Communicate effectively in oral and written forms.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**