

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: cskt.org/personnel
E-mail melanie.piedalue@cskt.org**

******V A C A N C Y A N N O U N C E M E N T******

TITLE: Fitness Specialist

LOCATION: Tribal Health Department – Arlee, MT
(Mon-Wed 1:00 p.m. - 9:00 p.m., Sat-Sun. 10:00a.m. - 6:00 p.m.)

SALARY: \$18.65 – \$21.44, plus benefits (May be employed under contract)

CLOSING DATE: Monday, April 20, 2026 at 5:30 p.m. (MST)

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

The Fitness Specialist is a key member of our fitness center team, responsible for providing exceptional service to our members and guests. This role involves promoting fitness and wellness through personalized guidance, support, and expertise in exercise programming and equipment usage.

- Member Engagement and Support:

- Foster a welcoming and inclusive environment that prioritizes exceptional customer service and member satisfaction.
- Build strong relationships with members by providing personalized attention, listening to their needs and offering support on their fitness journey.
- Assist members with equipment setup, usage instructions, and proper exercise techniques to promote safety and member confidence.
- Build strong relationships with members by providing personalized attention, listening to their needs, and offering ongoing support, motivation, and encouragement to individuals of all fitness levels.

- Fitness Program Development:

- Design and implement individualized fitness programs based on members' goals, preferences, and fitness assessments.
- Conduct fitness assessments, body composition measurements, and goal-setting sessions with members.
- Develop progressive exercise plans that incorporate cardio, strength training, flexibility, and balance exercises.

- Equipment Management and Maintenance:

- Monitor the condition and functionality of fitness equipment and report any issues to management.
- Perform routine maintenance tasks, including equipment cleaning, lubrication, and adjustments.

- Ensure that safety protocols are followed and that all equipment is used properly to prevent accidents or injuries.
- **Cleanliness of Facility and Equipment:**
 - Conduct regular spot cleaning of fitness equipment, ensuring a hygienic and safe workout environment for members.
 - Monitor and maintain cleanliness and organization of fitness center areas, including exercise floors, weight rooms, and cardio zones.
 - Clean and sanitize bathrooms and locker rooms throughout the day, maintaining high standards of hygiene and cleanliness.
- **Group Fitness Assistance:**
 - Assist with the setup, coordination, and supervision of group fitness classes and activities.
 - Support group fitness instructors by providing equipment setup, participant assistance, and facility maintenance.
- **Health Promotion and Education:**
 - Promote health and wellness initiatives, special events, and fitness challenges to encourage member participation.
 - Educate members on proper warm-up and cool-down techniques, stretching exercises, and injury prevention strategies.
- *Request a copy of position description for full details.*

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- High school diploma or equivalent.
- 2 years' experience working in a fitness center preferred
- CPR/AED certification, within 30 days of hire.
- Certified Personal Trainer (CPT) from a recognized accrediting organization (e.g., NASM, ISSA, ACE, ACSM) within 60 days of hire, and ability to maintain certification.
- Valid driver's license or reliable transportation to arrive to work on-time and cover at different fitness center locations as needed
- Must pass background investigation.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications, licensure, etc.
3. Copy of driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Paul Phillips at THD (406) 675-2700 Ext. #5209