VACANCY ANNOUNCEMENT

POSITION:	Fitness Assistant/Receptionist	**OPEN:**	February 5, 2024
SALARY:	$10.00 per hour	**CLOSES:**	Open until Filled
LOCATION:	Kickapoo Tribal Health Center, McLoud, Oklahoma		

General Description:
This position organizationally falls under the Fitness Director of the All Nations Fitness Center (ANFC) which falls under of the Kickapoo Tribal Health Center as operated by the Kickapoo Tribe of Oklahoma. ANFC operates with two (2) shifts (Day and Evening). Primary duties will be to administer selected fitness assessments and provide specialized group and/or individual exercise instructions. Perform assigned administrative tasks related to recordkeeping, client follow-up and/or scheduling, and receptionist duties. Incumbent will maintain participant records and maintain a safe environment for participants. The incumbent must have a thorough knowledge of ANFC programs and be able to assist the Fitness Director in all areas of Wellness & Fitness Center programs.

Description of Duties:
For full Description see Human Resources

Work Experience and/or Education:

- High School Diploma or GED
- Experience in Fitness Center, preferred

Requirements:

- All applicants tentatively selected for employment will be required to submit to urinalysis to screen for illegal drug use prior to appointment and random drug testing throughout employment.
- Will be required to have an OSBI and Federal background clearance.
- Must have valid Oklahoma Driver License.

Your application will be rated based on the information provided in your application, therefore your application must state specific duties that relate to this position. Please attach a copy of any training certifications.

Indian Preference: In the filling of this position by appointment, promotion, transfer, reassignment, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian Preference candidates. If you are claiming Indian Preference you must submit documentation with your application.
The Kickapoo Tribe of Oklahoma is committed to Equal Employment without regard to race, religion, color, gender, national origin, age, disability or sexual orientation. However, in accordance with the Indian Preference Act (Title 25 U.S. Code 472 and 473) preference in filling vacancies are given to qualified Indian candidates.
Applicants must submit a resume to the Kickapoo Tribal Health Center, ATTN: Human Resources, P.O. Box 1360, McLoud, OK 74851 or email kaylee.stevens@okkthc.com.

Kickapoo Tribal Health Center is an At-Will Employer
And a Drug-Free Workplace