

Position: Active and Alive Specialist



Position Summary:

Under the supervision of the GRADS Program Lead, the Active and Alive Specialist works within the Family Support Services Active and Alive Initiative serving residents in Hidalgo County. The Active and Alive Specialist will meet the goals and objectives of the initiative. Alive

- Register members in scheduled exercise activities; encourage participation and socialization.
- Plan, organize, and lead participants in physical activity twice a week during a regularly scheduled class/meeting time.
- Telephone participants when they miss two or more classes/meetings to inquire about their wellbeing and continued interest in participation.
- Submit completed and accurate registration forms, liability release forms, waiver forms, fitness surveys, attendance records, and incentive records to the Program Lead on a monthly basis in order to provide information on process evaluation and the needs of target population.
- Attend any scheduled Active and Alive Specialist trainings and meetings as directed by the Program Lead.
- Keep inventory of all equipment.
- Adhere to confidentiality, and ensure safety of participants at all times.

Minimum Qualifications:

High school diploma or equivalent

Ability to physically lead exercise/fitness classes

Self-directed and able to manage multiple tasks/projects simultaneously

Demonstrated skills in verbal and written communication

Ability to promote and build teamwork

Must have the ability to maintain effective working relationships with all employees and departmental needs

Physical Demands:

Ability to physically lead exercise/fitness classes

Ability to perform all physical aspects of the position; including leading class, walking, standing, bending, reaching, swimming, and lifting

To Apply:

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or

Dropped off or mailed:

301 W. College Street, Suite 18, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788 or 575-542-2326