



**American Samoa Community College**  
Agriculture, Community, and Natural Resources Division  
**IN-HOUSE EMPLOYMENT OPPORTUNITY**

**Position Title:** Health and Fitness Specialist  
**Employment Status:** Full Time 12 months (Career Service)

**General Description:**

Under the general supervision of the Community Nutritionist, the ACNR Health and Fitness Specialist will work with ACNR Extension professionals to develop and deliver a variety of health, fitness and program-specific physical fitness activities and promote an active, health lifestyle in the community. In addition, he/she will oversee the operation of the ASCC-ACNR Wellness Exercise Center to orient, assess, instruct, educate, and direct clients and visitors in a path that will correctly lead them to a healthier lifestyle. He/she will also be responsible for the Center scheduling, purchase requisitions, inventory, data, assessments, inquiries, maintenance, and reporting. In addition, he/she will ensure the safety and cleanliness of the exercise lab area and create a friendly and inviting space for everyone who visits and uses the ASCC-ACNR Wellness Exercise Center.

**Responsibilities and Duties:**

***Administrative***

- Oversee the operation of the Wellness Center including, but not limited to, open/closing, schedules, purchase requisition, inventory, data, client recruitment and retention, assessments, attendance, reassessments, data collection, maintenance, and reporting. Supervise and oversee the correct use and operation of equipment and apparatus within the Center
- Enforce and document compliance on the part of the exercise facility and program as well as its clients. This includes all legal and pre-exercise waivers and questionnaires and other health and safety requirements
- Perform other relevant duties as assigned by Supervisor

***Technical***

- Develop and deliver program-specific physical activities and actively promote and coordinate approved wellness activities and programs to increase adoption of healthy, active lifestyles in the community. Lead various exercise sessions for tours and outreach programs
- Work with clients to assess physical health needs to ensure safe and effective exercise regime. Conduct regular client assessments to monitor progress and prescribe appropriate exercise programming
- Develop a Wellness Program that can incorporate ASCC-ACNR as a team and implement interventions
- Promote fitness programs to clients, provide customer service, and respectfully manage disagreements

***Reporting***

- Prepare and submit an updated plan of work and schedule and all biweekly, monthly, and annual reports for the Center

**Minimum Qualifications:*****Minimum:***

- Bachelor's degree in Exercise, health, fitness, kinesiology or related
- One year experience in direct field
- Knowledge of principles of exercise physiology
- Strong interpersonal and group communications skills
- Strong "safety first" mindset
- Knowledge of proper safe and effective use of fitness equipment for all ability levels and basic equipment maintenance
- Ability to assess participants fitness levels and needs and design appropriate exercise activities and programs
- Proficient with MS Office software
- Certifications/Licensure: ACSM, NASM, MSCA, AFAA, or any National Commission Certifying Agency recognized certification; current CPR/AED and First Aid
- Must have a valid driver's license

***Preferred:***

- Five years experience in leading fitness programs
- Excellent English and Samoan language skills

**Salary:** GS-13/01-04: \$35,412.00 - \$38,532.00 per annum

**Application Deadline:** May 23<sup>rd</sup>, 2025 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, 699-2722 ext 3601/3602/3603/3604/3605/3606 or online at [www.amsamoa.edu/employmentopportunities](http://www.amsamoa.edu/employmentopportunities) or by emailing [ascchumanresources@amsamoa.edu](mailto:ascchumanresources@amsamoa.edu).

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