



Fitness Site Coordinator

Curtis Personalized Health Management is currently looking for a Site Coordinator for our corporate client's fitness facilities located in New West and Port Coquitlam to join our team. We believe in building a community through employee participation in a healthy corporate culture.

Being a part of the Curtis Health team means being a part of a supportive and motivated team of like-minded fitness and health focused individuals that share in a passion for delivering excellence. Our team values the contributions of each team member and promotes a fun and creative culture based on positivity and initiative.

Job Requirements:

Current personal training certification (BCRPA, canfitpro, ACE or equivalent)
Current group fitness instructor certification (BCRPA, canfitpro, ACE or equivalent)
Current First Aid and CPR
\$2 million in personal liability insurance

Main Responsibilities:

Customer Service:

Speaking with and engaging members, offering assistance with programming, workouts, technique, and new ideas.

Marketing:

Change focus boards once a month (last Friday of the month). Information will be provided but you are welcome to write articles or suggest topics.

Admin:

Keep track of how many people you “engage” with per shift, how many users of the facility if possible, and how many people attending special events such as stretch

breaks or Health Fairs. Record info on monthly Invoice to be transferred quarterly to a quarterly report. Template provided. Respond to emails in 24 hours or less.

Fitness Provision/Health and Safety:

Offering individual exercise programs to users

Answer any fitness/wellness questions users have and offer assistance

Walk through of gym floor to check for hazards, reporting immediately to local liaison.

General cleanliness

Promotion of Translink Wellness initiatives:

Challenges, monthly education, Fitness Testing, individual programs, safety and equipment and special events such as Health Fairs. Promotions are required to be customized for your site and your users.

Special Event Planning:

Health Fair participation – 3 extra hours – once a year.

Promotion of events – material provided

Putting forward ideas for future events

Equipment Maintenance:

All equipment is wiped and thoroughly cleaned weekly

Inventory on small equipment to be taken once a month and on capital, once a quarter

Stay on top of repairs in a timely fashion and make sure all is being reported to local liaison.

Hours and ROP

7.5 hours per week around noon hours which may include instructing a stretch break or fitness class. Opportunity for Personal Training clients outside of scheduled shifts as a higher ROP.

\$16.00 per hour.