



## **Fitness Assessment Lead and Coordinator**

Curtis Personalized Health Management is currently looking for a Fitness Assessment Lead to join our team. This position takes place through several corporate sites across the lower mainland. This is a full time position; 3 days of fitness assessments and 2 days as a Fitness Coordinator/Instructor at our Downtown location per week.

Being a part of the Curtis Health team means being a part of a supportive and motivated team of fitness minded individuals that share in a passion for delivering excellence. Our team values the contributions of each team member and promotes fun and creativity in our workplaces while encouraging members to meet new challenges. We believe in building a community through employee participation in a healthy corporate culture.

### **Job Requirements:**

Current personal training certification (BCRPA, canfitpro, ACE or equivalent)

Group Fitness Certification

Kinesiology Degree

Current First Aid and CPR

\$2 million in personal liability insurance

### **Key Duties:**

1. Transport and set up of equipment
  - - Access to suitable vehicle
  - - Knowledge with MS Office and basic computer troubleshooting
  - - Ability to travel to various locations around lower mainland
  - - Arrive on-time for each testing client
  
2. Experience with Fitness Testing procedures and general population scores
  - - Blood Pressure
  - - Skin Folds
  - - Aerobic Fitness
  - - Sit and Reach
  - - Muscular Stretch
  - - Able to explain to clients value of each score and where they score in terms of health and wellness
  - - Ensure all scores are kept private

### 3. Customer Service Experience

- - Interact, teach and inform clients of testing scores, trends, issues, available programs.
- - Explain testing results in positive tone to ensure clients are well informed yet content with results and support given to them.
- - Interact with various depot liaisons to set up testing rooms, promo posters, etc.
- - Ensure privacy, comfort and safety of all clients at all times
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### 4. Testing preparation and promotion

- - Create/Set up sign up binders or online booking system
- - Create, print and distribute promotional posters in and around testing location
- - Work with depot liaisons to set up testing dates and testing room
- - Work with onsite trainer to ensure they are informed of testing and apart of promotion
- - Ensure that promotional emails are sent to previous clients and all members of site through liaison.

### 5. Testing Completion and Report

- - Ensure testing report and invoice is completed and sent to accounting promptly
- - Ensure testing report and invoice is accurate and clean

### **Experience and Abilities:**

- Proficiency in Microsoft Office (Word, Excel, Powerpoint) Volo
- Punctual
- Detail orientated
- Multitask while delivering a high level of customer service
- Demonstrates clear and concise communication skills- written and oral
- Familiar with Google Drive, Docs and Gmail
- Excellent communication and public relations skills
- A team player. Highly collaborative and collegial
- Stamina, energy, and willingness to commit to quality pro-active results
- Ability to work with minimal supervision and be self-motivated
- A personal commitment to service, ability to provide friendly, helpful, knowledgeable, and timely assistance

**Start Date:** ASAP

Please submit all applications with a resume to [career@curtishealth.com](mailto:career@curtishealth.com). Thank you.