



Full Time Fitness Centre Manager

Who we are - Curtis Health is an established health and wellness company working with individuals and corporations to better the health and wellness of employees. We are a solution focused and creative group who strive to better ourselves and our clients. Working with us means working with purpose, and having the satisfaction of seeing the difference you make to others every day.

Who we are looking for- Curtis Health is currently recruiting a fitness professional with experience in both management and the fitness industry, with a focus on sales. This individual will be capable and consistently demonstrate a high level of customer service excellence. They will possess intermediate administrative skills, having worked with Microsoft office and familiar with Google Suit (Gmail, drive, docs).

Must have:

Current personal training certification (BCRPA, canfitpro, ACE or equivalent)
3+ years experience in the fitness industry
1-2+ years experience in a management role
Current First Aid and CPR
\$2 million in personal liability insurance

Primary Duties and Responsibilities:

- Staff management- training, scheduling, hiring instructors and coordinators (through HR) as needed, bi-weekly payroll
- Quarterly site planning
- Monthly sales and statistics reporting
- Budget preparation, reporting and execution
- Liaison between Curtis Health Ops Team (including HR) and fitness centre team
- Oversee membership and classes online management system
- Equipment safety inspection and maintenance
- Member retention and recruitment-receive feedback and implement changes as needed
- Marketing of services offered Personal Training, classes, quarterly challenges and special events, including updating property employee informational website
- Performs coordinator duties
- Manages towel service

Asset:

Degree in Kinesiology or equivalent
Group Fitness Certification

Start Date: ASAP

Income: 44K Annual, inclusive of group fitness classes and personal training sessions.

Please submit all applications with a resume to career@curtishealth.com. Thank you.

