



Fitness Centre Coordinator- Burnaby & Vancouver

Curtis Personalized Health Management is currently looking for a Fitness Coordinator to join our team for our corporate client's fitness facilities located in Burnaby and Vancouver. 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 fitness minded individuals that share 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.

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

Key Duties:

- Answering fitness and health questions members have
- Walk through of gym floor to check for hazards
- Ensure that all shifts are attended, and classes are covered in absence of the Manager.
- Manage printouts for clients and ensure accurate information is posted on boards
- Data entry/processing of new members, renewals, and re-activations
- Stats for classes, small purchases when approved, changing door signs & VM
- Timely communication emails
- Managing CRM software for PT clients and registered classes
- Invoices to Manager when requested
- Assist with quarterly planning
- Assist Manager with special event planning
- All equipment is wiped and thoroughly cleaned regularly
- Stay on top of repairs in a timely fashion and make sure all is being reported for maintenance
- Manage bike facilities usage

Experience and Abilities:

- Proficiency in Microsoft Office (Word, Excel, Powerpoint) Volo
- Punctual
- Detail oriented
- 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 proactive 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

Shift times:

Mon 12 to 6 @ Vancouver
Tues 12 to 6 @ Vancouver
Wed 12 to 6 @ Burnaby
Thur 12 to 6 @ Vancouver

Total 24 hours

Rate: \$19/hr

Hours may be supplemented with opportunities for Personal Training starting at \$35/hr and Group Fitness Instruction starting at \$27/hr.

Start Date: ASAP

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

