



Burnaby Fitness Centre Coordinator

Curtis Health is growing our team by adding a Part time Fitness Coordinator to our corporate clients' fitness facilities in Burnaby. If you are a certified personal trainer and group fitness instructor who loves **teaching classes**, **helping others** make a positive change in their fitness and health, and **being a part of a like-minded and supportive team** of fitness professionals, we want to talk to you!

Who we are- our teams at Curtis Health believe in building communities through employee participation in a healthy corporate culture. We value the contributions of each team member and promote fun and creativity in our workplaces while encouraging members to meet new challenges.

Why work with us? **Do what you love-** teaching group fitness and personal training

Variety of work- build relationships, work on admin, contribute fresh ideas to programming, inspire and educate others

Flexible Hours- part time and full time work available during corporate hours

Perks- internal education opportunities, on-going mentoring, opportunity to get involved in projects involving different skill sets

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

Key Duties:

- Assisting members using the fitness facility
- Inform members about safety and cleaning policies
- Manage all member inquiries and communications in person and over email in a timely and professional manner
- Walk through of gym floor to check for hazards and ensure safety guidelines are being followed
- Follow cleaning checklist and spot cleaning throughout the facility
- Ensure that all shifts are attended and covered in absence of the Manager.

- Manage printouts for clients and ensure accurate and educational information is posted on boards
- Contribute to virtual services through content creation for online resource site
- Data entry/processing of new members, renewals and re activations
- Manage stats small purchases when approved, changing door signs & VM
- Managing CRM software for PT clients
- Assist with quarterly planning

Our next team member will be:

- Committed to providing friendly, knowledgeable, and timely assistance
- Self-motivated but also energized by teamwork and collaboration
- Energetic and willing to commit to quality proactive results
- Proficient in Microsoft Office (Word, Excel, Powerpoint) Volo and be familiar with the Gmail suite (google docs, sheets, drive, etc.)
- Punctual
- Demonstrates clear and concise communication skills- written and oral

Hours: 20-25 hours per week, shift times 8-2pm and 12-6pm.

Rate: \$16.00/ hour for coordinating hours.

\$35 for personal training sessions.

\$27 for group fitness classes once classes are reinstated.

This position will be eligible for an annual cost of living adjustment increase of 2%.

Increase subject to review ratings.

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

