



## **Fitness Centre Coordinator**

Curtis Personalized Health Management is currently looking for a Fitness Coordinator for our corporate client's fitness facilities located in Vancouver, Burnaby, and Surrey 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 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.

### **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:**

- 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 Health Fairs and special event planning and implementation including tournaments and sporting events/contests
- All equipment is wiped and thoroughly cleaned
- Stay on top of repairs in a timely fashion and make sure all is being reported for maintenance

**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

**Start Date:** ASAP

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

