



Fitness Facility Manager- Vancouver & Burnaby

Curtis Health, the premier property amenity, and corporate fitness facility management provider is currently looking for a Fitness Facility Manager to join our team for our corporate client's fitness facilities located in Vancouver and Burnaby. 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 like-minded individuals that share a passion for making a positive, notable difference in individual's and organization's performance through fitness and wellness excellence. Our team values the contributions of each team member and promotes fun and creativity in our workplaces while encouraging members to grow and meet new challenges.

Job Requirements:

Degree in kinesiology or human kinetics – related field
Current group fitness certification
Current first aid and CPR

Asset:

Current personal training certification (BCRPA, canfitpro, ACE or equivalent)
Exceptional leadership and communication skills
Passion and drive to help others

Key Duties:

- Answering fitness and health questions members have
- Walk through of gym floor to check for hazards
- Ensure that all shifts and classes are covered
- Manage resources for clients and ensure accurate information is posted on boards
- Maintain up to date signage within facility
- Data entry/processing of new members, renewals, and re-activations
- Small purchases when approved
- Timely communication emails
- Lead and manage a team
- Payroll
- Quarterly planning
- Team scheduling and training
- Special event planning and implementation
- 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
- Management of bike facilities



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 approachable
- 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

Hours: 28 hours per week, plus opportunity to teach classes and deliver Personal Training. Shift Times 8 am to 1 pm or noon to 6 pm (Friday 8 am to 4 pm)

Includes: Health Spending Account. Employee and Family Assistance account, commissions, education account.

Rate: \$22/hr

Start Date: ASAP

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

