



Group Fitness Coordinator- Maple Ridge

Curtis Personalized Health Management is currently looking for a Fitness Coordinator to join our team in Maple Ridge. 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 group fitness instructor certification (BCRPA, canfitpro, ACE or equivalent)

Current First Aid and CPR

\$2 million in personal liability insurance

Key Duties:

- Coordinate the Group Fitness program under the guidance of the liaison
- Ensure the group fitness program meets contractual requirements such as minimum classes offered, and other services provided
- Creative quarterly planning of all registered, drop in and Aquafit classes
- Provide leadership to the group of instructors and ensure instructor guidelines are met
- Annual instructor assessments and feedback with the assistance of Curtis Health's Group Fitness & Wellness Manager
- Ensure that all classes are covered, class cancellations and class changes reported to instructors
- Stats for classes
- Utilize participant feedback for the ongoing improvement of the Group Fitness program
- Instructor payroll
- Timely communication emails
- Month end reporting

Experience and Abilities:

- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- 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

Hours: 20 hours a Week. Combination of on-site and remote hours. (Schedule flexible)

Rate: \$20/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.

