



Fitness Centre Site Lead

Curtis Personalized Health Management is currently looking for a Fitness Centre Site Lead in Burnaby to join our team. This position is responsible for the operation and management of the fitness facility, including the sale of memberships, the reporting of monthly sales and statistics, employee, coordinator & instructor payroll, scheduling and staffing.

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)
3+ years experience in the fitness industry
1-2+ years experience in a management role
Current First Aid and CPR
\$2 million in personal liability insurance

Primary Duties and Responsibilities:

- Oversee Coordinator(s)
- Receive member feedback and implement changes as needed
- Performs coordinator duties and instructs classes as required
- Scheduling staff
- Hiring (requesting through HR) new/substitute trainers/coordinators as needed
- Quarterly planning
- Training
- Payroll
- Creating and completing classes and memberships in online management system
- Monthly sales and statistics reporting
- Managing procedure manual
- Budget preparation, reporting and execution
- Liaison between Curtis Health Ops Team (including HR) and fitness centre team

- Staff reviews
- Attending quarterly Curtis Personalized Health Management (Corefit) meetings
- Equipment safety inspection and maintenance
- Member retention and recruitment
- Marketing of services offered, classes, quarterly challenges and special events, including updating property employee informational website
- Ordering digital and print media advertising

Experience and Abilities:

- Proficiency in Microsoft Office (Word, Excel, Powerpoint)
- Punctual
- Detail oriented
- Mentoring abilities for junior staff, ability to give and receive feedback
- 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. Thank you.

