



Full Time Fitness Centre Manager

Who we are - Curtis Health is an established health and wellness company working with individuals and corporations to better the health and wellness of employees. We are a solution focused and creative group who strive to better ourselves and our clients. Working with us means working with purpose, and having the satisfaction of seeing the difference you make to others every day.

Who we are looking for- Curtis Health is currently recruiting a fitness professional with experience in both management and the fitness industry. This individual will be capable and consistently demonstrate a high level of customer service excellence. They will possess intermediate administrative skills, having worked with Microsoft office and familiar with Google Suit (Gmail, drive, docs).

The person in this role will be responsible for the operation and management of four on-site fitness facilities. The location of this site is in Burnaby, and will be based on approx 30-35 hours plus group fitness classes and personal training.

Must have:

Current personal training certification (BCRPA, canfitpro, ACE or equivalent)

Current group fitness 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 & RESPONSIBILITIES:

- Oversee Coordinator(s)
- Receive member feedback and implement changes as needed
- Performs coordinator duties and instructs classes as required
- Scheduling trainers, instructors and coordinators
- Hiring (requesting through HR) new/substitute trainers/coordinators as needed
- Collaboration and creation of quarterly plan
- Training new hires
- Collecting, submitting (to head office) and archiving instructor certifications
- Twice monthly payroll for Coordinators, once monthly for Instructors
- Cross check of Coordinator/Instructor schedule for payroll

- Creating and completing classes in Volo
- Update Google Coordinator calendar
- Monthly registered programs and statistics reports
- Bank Deposits
- Managing and updating procedure manual
- Budget preparation, reporting and execution
- Liaison between Curtis Ops Team (including HR) and Gym team
- Staff review
- Attending quarterly Curtis Personalized Health Management (Corefit) meetings
- Equipment safety inspections, assessing equipment needs and requesting purchase of same
- Delegation of tasks as required
- Liaison between property managers and Curtis Health
- Creation and organization of quarterly member wellness challenges
- Member retention and recruitment
- Marketing of services offered, classes, challenges and special events, including updating property employee informational website
- Getting printing done when necessary
- Marketing of Personal Training, Small Group PT and Registered Programs
- Prepare, organize and run Health and Wellness Fairs

Asset:

Degree in Kinesiology or equivalent

Start Date: ASAP

