



Fitness Centre Manager - Vancouver

Curtis Personalized Health Management is currently looking for a Fitness Facility Manager to join our team for our corporate client's fitness facility located close to the East Van/Burnaby border. We believe in building an inclusive, positive community through employee participation in a healthy corporate culture and supportive environment.

Being a part of the Curtis Health team means being a part of a supportive and motivated team of wellness-minded individuals that share a passion for delivering excellence. Our team values and recognizes the contributions of each team member that collaborates and promotes fun and creativity in our friendly, health-focused environments while encouraging our clients to thrive and meet new challenges.

Job Requirements:

- Certified Personal Trainer and/or Certified Group Fitness Instructor (BCRPA, Canfitpro, ACE, or equivalent)
- Current First Aid and CPR
- Ability to lift weight plates and small fitness centre equipment

Key Duties:

- Answering fitness and exercise related questions
- Engage members in fitness and wellness-related activities to live healthy and happy lives
- Ensuring Fitness Centre is organized, clean, and clear of hazards
- Responsible for scheduling and ensuring that all shifts are attended
- Manage resources for clients and ensure accurate information is posted on boards
- Data entry/Membership Processing
- Monitoring Annual Budget for schedule, equipment, classes, and additional programs such as sports tournaments
- Month End Stats and Sales Reporting
- Site Planning including quarterly planning and special events
- Monitoring Equipment maintenance and arranging repairs and recommending equipment when necessary
- Communicate issues and planning with Property Management contact
- Maintain group fitness activities including classes and Registered Programs and foster positive working relationships with contract Instructors
- Conducting and exhibiting outstanding customer service at all levels
- Providing leadership and supporting team members in doing their best work

Experience and Abilities:

- Excellent command of the English language: verbal and written.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), Google Drive and Gmail, and ability to learn other programs such as Volo, Square, etc.
- Ability to prioritize and make sound judgment for the benefit of our clients and team.
- Proven ability to multitask while delivering a high level of customer service.
- Demonstrates ability to plan and contribute to overall vision while maintaining an attention to detail.
- Demonstrates clear and concise communication skills, both written and oral.
- Ability to supervise, inspire and lead a team of Fitness coordinators, Fitness Instructors, and Personal Trainers.
- Must be able to work independently while providing the highest level of customer care.
- Work well under pressure and demonstrates a sense of urgency and accountability in time-sensitive situations.
- Experience in the hospitality or fitness industry is an asset.

Start Date: ASAP

Shift Times: Monday - Friday, flexible depending on operational needs.

Job Types: 30 hours per week plus opportunities for Fitness Classes and Personal Training

Salary: From \$20.00

Benefits: Flexible schedule, on-site gym, on-site parking, wellness program, Employee Assistance Program, Coaching, Education Tokens. Two-minute walk from Renfrew Skytrain Station.