



# **FITNESS FRONT DESK COORDINATOR**

## **FULL TIME POSITIONS AVAILABLE (2)**

**Live North (LN)**, a national provider of professional consulting and management services in Fitness and Wellness industry, has an opening for a Fitness Front Desk Coordinator at the **Schwartz/Reisman Centre (SRC)** located in Vaughan on the Lebovic Jewish Community Campus, serving upwards of 8000 members.

### **The J's Vision & Purpose:**

At our core, we believe in inspiring people to live the Jewish lives they want to live. Our dynamic team is guided by our mission: to build and sustain a caring and vibrant community hub that is welcoming to all and based on a solid foundation of Jewish values and with a strong connection to Israel.

### **What We Do:**

From daycare to seniors' programs, fitness to recreation, Jewish learning to holiday celebrations, and everything in between, the J provides life-changing programs infused with Jewish values that inspire and enrich our members and provide a best-in-class experience.

### **Description of Position:**

The Fitness Front Desk Coordinator is responsible for the operations of the fitness floor and fitness desk and fitness member integration and retention systems. They assist the organization of incentive challenges and Fitness and Community Special Events as well as support programs and services such as Group Exercise and Personal Training.

### **Position Responsibilities:**

1. **Customer Service** - ensure that all members and guests are serviced exceptionally in a positive and professional manner.
2. **Fitness Member Integration and Retention** - manage member retention systems, assist in the management of new member integration systems and organize and assist with the delivery of member engagement activities and events.
3. **Fitness Desk and Floor Operations** - take a leadership role in the Fitness Desk and Floor Operations by offering exceptional customer service, engagement and ensuring a safe and clean environment. Participate in the development and implementation of a comprehensive set of fitness services and member integration and retention strategies that will offer members the highest quality of fitness opportunities while achieving the organizational objectives of the Club. Support the achievement of service standards.

### **Required Transferable Skills and Attributes:**

- Excellent Customer Service Skills
- Solid communication skills and professionalism
- Team player and a hard worker
- Excellent computer and organizational skills
- Energetic and passionate about fitness and health
- Time management skills

### **Change Lives, Work, & Grow with Us:**

Work with some of the most passionate, driven, and effective community builders in the world and be part of an environment which will challenge you and empower you to keep learning and growing.

### **How to Apply:**

We welcome all applicants. Accommodations during all phases of the hire process will be made wherever possible. If you are interested in and well qualified for this exciting opportunity please submit your resume in confidence via e-mail no later than **July 9<sup>th</sup>, 2021**, Andy Hvizd, Director, Fitness & Aquatics Email: [andy@srcentre.ca](mailto:andy@srcentre.ca)

**We appreciate your application; however, we will only be contacting the candidates we wish to interview.**