



OPENING FOR
ADVENTURES INSTRUCTOR II
ASI CAMPUS RECREATION

ANTICIPATED HIRING RANGE: \$25 per hour

This is a part-time position set for a maximum of 29 hours per week, without benefits

THE POSITION

Under minimal supervision from the Adventure Education Coordinator, the Adventures Instructor II is responsible for promoting the Adventures program, leading outdoor programs and conducting related staff trainings. The Adventures Instructor II offers programming and instruction that meets industry standards in group settings and performs skilled tasks requiring advanced certification, specialized knowledge, prior relevant experience and considerable independent judgment and decision-making.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and deliver adventures outdoor programs appropriate for varying levels of technical ability and including rescue skills and teambuilding
- Arrive on time to scheduled programs; ensure that programs begin and end on time
- Complete the pre-course task list including but not limited to trip itinerary, equipment inspection, and weather assessment
- Complete post-course task list including but not limited to participant evaluation, instructor evaluation, trip end report and equipment return
- Maintain current knowledge of ASI and Campus Recreation programs and services
- Conduct Adventures Instructor I trainings
- Attend trainings, meetings and workshops as required
- Maintain open communication with the Adventure Education Coordinator
- Respond to emergencies and injuries and provide care as required until the arrival of emergency medical services; maintain current knowledge of outdoor standard operating procedures and emergency medical response
- Perform other duties as assigned

QUALIFICATIONS

- Current or previous Adventures Instructor I experience preferred
- Current Wilderness First Responder (WFR) certification
- Current CPR/AED for the Professional Rescuer certification
- At least one national certification per area of discipline:
 - Rock Climbing (AMGA SPI or greater)
 - Water based (ACA Kayak II or greater)
 - Backpacking/Hiking (LNT educator or greater)
 - Cycling (NMBA or equivalent)
- Minimum of 1 year of experience in respective recreational discipline
- Minimum of 1 year formal teaching and/or instructor experience
 - Has guided or mock guided 5 or more outings per respective recreational discipline
- Outstanding customer service and interpersonal skills
- Ability to act calmly and effectively in emergency situations
- Ability to follow routine verbal and written instructions
- Ability to effectively communicate clearly and concisely, both verbally and in writing
- Ability to maintain professional work conduct
- Ability to make independent decisions and make recommendations
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Ability to operate a computer workstation using word processing, spreadsheet and other computer applications in use
- Demonstrated ability to work with a diverse student population and campus community

- Ability to successfully pass a background screening as an offer of employment is contingent on background clearance

BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

WORKING ENVIRONMENT

Work is performed in outdoors in varying weather conditions including extreme heat and cold. While performing the duties of this job, the employee is frequently required to reach with hands and arms, climb or balance, walk, stoop, kneel, crouch, crawl, swim, paddle, lift up their own body weight or greater and carry equipment up to 50lbs. The employee must occasionally sit for extended periods, regularly walk around the location, talk and listen, and utilize manual dexterity, eye-hand coordination and verbal communication.

APPLICATION PROCEDURE

Both an application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the [ASI Website](#) and in the Human Resources Department.

Submit resume and application to:

Associated Students, Inc.
Human Resources Department
3801 W. Temple Ave., Bldg. 35
Pomona, CA 91768

Phone: (909) 869-3546

E-mail: asihr@cpp.edu

Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

ABOUT ASI

Established in 1963, Associated Students, Inc. (ASI) is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of Bronco Student Center programs and services. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

EOE

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process.

MANDATED REPORTING REQUIREMENT

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the [CSU Executive Order 1083](#), each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.