



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

<b>Title:</b>	<b>Aquatics Instructor II</b>
<b>Department:</b>	Campus Recreation
<b>Hourly Rate:</b>	<b>\$20.00</b>
<b>Posting Date:</b>	October 28, 2016
<b>Work Hours:</b>	1-8 hours per week; shifts based on operational need of the organization

### General Duties:

Under minimal supervision from the Aquatics Coordinator, the Aquatics Instructor is responsible for leading aquatics classes and promoting the aquatics program at the Bronco Recreation and Intramural Complex (BRIC). The Aquatics Instructor is responsible for offering safe, effective, and fun water-based formats in a group setting and performs skilled tasks requiring advanced certification, specialized knowledge, prior relevant experience, and considerable independent judgment and decision-making. Lead structured group aquatics classes appropriate for varying levels of physical fitness and provide instruction on fundamental water-based skills. Arrive on time to scheduled class or clinic; ensure that classes begin and end on time. Clean and organize pool space (including equipment used) after each class. Ensure proper check-in of participants for instructional clinics and fee-based programs. Enforce swimming pool and BRIC policies. Report accurate class participation numbers, as directed. Assist with special events as assigned. Maintain current knowledge of other ASI and Campus Recreation programs and services. Maintain open communication with the Aquatics Coordinator. Attend trainings, meetings, and workshops as required. Maintain current aquatics instructor certifications including CPR/AED and First Aid for the Professional Rescuer. Perform other duties as assigned

### Qualifications:

- Ability to teach one or more aquatics classes such as Learn-to-Swim (fundamental aquatics skills through stroke refinement), Master's Swim, Master's Water Polo, Underwater Hockey, Underwater Rugby, SCUBA, Shallow Water Sports, Aquatic Boot Camp, Lifeguarding & CPR/AED for the Professional Rescuer, etc.
- Outstanding customer service and interpersonal skills
- Demonstrated ability to work with a diverse student population and campus community
- Current American Red Cross First Aid, CPR, and AED for the Professional Rescuer certification
- Minimum of 3 years teaching/coaching experience (internships and co-teaching experience considered)
- Minimum of 2 of the following certifications or specialty trainings:
  - Current nationally recognized swim instructor certification:
    - American Red Cross Water Safety Instructor (WSI)
    - Starfish Aquatics Institute Swimming Instructor
    - USA Swim America Instructor
  - Current nationally recognized aquatic exercise certification:
    - AEA Aquatics Fitness Professional Certification
    - USWFA Water Fitness Instructor
  - Aquatic sport training or coaches certification from a nationally recognized organization:
    - USA Swim Coach Level 2 or 3 certification
    - ASCA Swim Coach Level 2 or 3 certification
    - USMS Swim Coach Level 2 or 3 certification
    - USAWP Current Coach Member
    - USAWPR Basic Certification
    - NCAS Underwater Sports Coach
  - Specialty aquatic program certification from a nationally recognized organization:
    - American Red Cross Lifeguard Instructor or Instructor Trainer
    - American Red Cross Water Safety Instructor Trainer
    - American Red Cross CPR/AED/O2 and First Aid for the Professional Rescuer Instructor or Instructor Trainer
    - PADI Open Water Instructor, Assistant Instructor or Divemaster
    - NAUI Open Water Instructor, Assistant Instructor or Divemaster
- Ability to successfully pass a background screening as an offer of employment is contingent on background clearance

**Work Environment:**

Work is typically performed outdoors in varying and occasionally extreme (hot) weather conditions. While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to climb or balance and occasionally stoop, kneel, crouch, or crawl. The employee must occasionally sit for extended periods and regularly walk around the facility, talk and hear. The employee must frequently move 10 pounds, occasionally lift and/or move up to 45 pounds, and be able to lift a person out of water. Specific vision abilities required of this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**POSITION SENSITIVITY**

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position with access to sensitive data.

**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.

**Employment Eligibility:**

Employment with ASI is open to any Cal Poly Pomona student who is eligible to work and has the legal right to work in the United States. In addition, the employee must be currently enrolled for at least 6.0 units (undergraduate) and 4.0 units (graduate) at the end of the add-drop period, have a minimum 2.0 GPA and be in good standing with the University. Individuals enrolled only in Extended University are not eligible for hire. Exceptions to the unit load requirement are allowed during the summer quarter and for students who have applied for graduation for the current quarter. Applications for employment are available at the ASI Human Resources Office located on the second floor of the Bronco Student Center, Room 2325 or online at <http://asi.cpp.edu/hr>.

**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.

**About the Associated Students Incorporated:**

Established in 1963, Associated Students, Incorporated (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.

**ASI is an Equal Opportunity Employer**