



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

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| <b>Title:</b>        | <b>Adventures Instructor II</b>   |
| <b>Department:</b>   | Campus Recreation   |
| <b>Hourly Rate:</b>  | \$20.00   |
| <b>Posting Date:</b> | October 28, 2016  |
| <b>Hours:</b>        | 5 - 10 hours per week; shifts based on operational need of the organization |

### General Duties:

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. 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

### Work Environment:

Work is performed at an indoor climbing wall facility and occasionally 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 and lift up their own body weight or greater. The employee must occasionally sit for extended periods, regularly walk around the facility, talk and listen, and utilize manual dexterity, eye-hand coordination and verbal communication.

### 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 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**