



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Safety Instructor I
Department:	Campus Recreation
Hourly Rate:	\$15.00
Posting Date:	October 26, 2016
Hours:	1-8 hours per week; shifts based on operational need of the organization

General Duties:

Under general supervision from the Operations Manager, the Safety Instructor I is responsible for assisting with the facilitation of safety classes and promoting the operations program at the Bronco Recreation and Intramural Complex (BRIC). The Safety Instructor I is responsible for assisting with the facilitation of safe and effective safety formats in a group setting and performs routine and non-routine tasks requiring specialized skills and moderate independent judgment and decision-making. Assist in leading structured group safety classes appropriate for varying levels of physical fitness and with providing instruction on fundamental safety skills. Assist with ensuring that classes begin and end on time. Clean and organize class space (including equipment used) after each class. Assist with ensuring proper check-in of participants for instructional clinics and fee-based programs. Enforce safety standards and BRIC policies. Assist with reporting accurate class participation numbers. Assist with special events. Maintain current knowledge of other Associated Students, Inc. (ASI) and Campus Recreation programs and services. Maintain open communication with the Operations Manager. Attend trainings, meetings and workshops as required. Maintain current safety instructor certifications including CPR/AED and First Aid for the Professional Rescuer. Perform other duties as assigned.

Qualifications:

Current American Red Cross First Aid, CPR, and AED for the Professional Rescuer certification

A minimum of one of the following certifications or specialty trainings:

- American Red Cross Lay Responder Instructor or equivalent
- American Red Cross CPR/AED for the Professional Rescuer Instructor or equivalent
- American Red Cross Administering Emergency Oxygen Instructor or equivalent
- American Red Cross First Aid for Professional Rescuers (Title 22) Instructor or equivalent
- American Red Cross Emergency First Responder Instructor or equivalent

Ability to teach one or more safety classes such as CPR/AED for the Professional Rescuer and/or CPR/AED for the Lay Responder

Outstanding customer service and interpersonal skills

Demonstrated ability to work with a diverse student population and campus community

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

Ability to satisfactorily complete a background check (including a criminal records check)

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, and occasionally lift and/or move up to 45 pounds. 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 the ASI website: www.asi.cpp.edu

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 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