



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

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| <b>Title:</b>        | <b>Fitness Assistant Supervisor</b>  |
| <b>Department:</b>   | Campus Recreation  |
| <b>Hourly Rate:</b>  | \$12.00  |
| <b>Posting Date:</b> | December 1, 2016   |
| <b>Hours:</b>        | 15 - 20 hours per week; shifts based on operational need of the organization |

### General Duties:

Under general supervision from the Fitness Coordinator, the Fitness Assistant Supervisor oversees the daily operations of fitness related programs and special events. The Fitness Assistant Supervisor performs routine and complex assignments requiring specialized knowledge, prior relevant experience, and moderate independent judgment and decision-making. Responsibilities include assisting with the overall management of the fitness program's daily operations. Serve as shift lead for daily operations and special events; Manage shift changes; Indirectly supervise student staff; Assist with development and implementation of operational strategies; Enforce rules and regulations regarding Bronco Recreation and Intramural Complex (BRIC) use; Provide emergency care and treatment as required until the arrival of emergency medical services; Present professional appearance and attitude at all times, and maintain a high standard of customer service; Perform basic facility and fitness equipment maintenance; Prepare and maintain appropriate activity reports; Perform other related duties as assigned; Attend and assist in development and execution of orientations and trainings.

### Qualifications:

Current American Red Cross First Aid/CPR/AED and Emergency Oxygen certifications (Employment offer contingent on obtaining CPR/AED certification within 30 days of hire)  
Demonstrated experience managing fitness-related events and programs  
Demonstrated experience as a Personal Trainer or Group Fitness Instructor, or ability to obtain the experience and certification within 3 months of hire  
Experience working in a fitness, recreation or similar environment  
Ability to react 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  
Demonstrated ability to work with a diverse student population and campus community  
Ability to operate a computer workstation using word processing, spreadsheet and other computer applications

### Work Environment:

Work is occasionally performed outdoors in varying weather conditions including extreme heat. While performing the duties of this job, the employee is frequently required to sit, stand, walk, run, talk, see, hear, and utilize manual dexterity, eye-hand coordination, and verbal communication. Must be able to utilize office equipment (telephones, calculator, copier, fax), sit, crawl, climb, bend, and lift up to 45 pounds.

**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/about-us/employment-opportunities/>.

### 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, Inc. 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**