



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Recreation Technician
Department:	Campus Recreation
Hourly Rate:	\$11.50
Posting Date:	July 20, 2017
Work Hours:	6-20 hours per week; shifts based on operational need of the organization

Position Definition

Under general supervision from the Associate Director of Operations for Campus Recreation, the Recreation Technician is responsible for fitness, pool, recreation, and technical equipment operations. The Recreation Technician performs routine and non-routine complex assignments requiring specialized knowledge, prior relevant experience, and considerable independent judgment and decision-making.

Essential Duties

- Maintain fitness equipment functionality and operation
- Assist with recreation equipment maintenance to include, but not limited to, repairing/replacing all sporting nets, maintaining equipment holders, storage devices, and divider curtains
- Assist with basic fitness equipment maintenance to include, but not limited to, preventative care and small repairs for cardio, selectorized, and strength equipment
- Assist with basic pool maintenance to include, but not limited to, pool vacuuming, conducting/monitoring daily equipment and pool chemistry checks, and basic troubleshooting
- Assist with technical equipment maintenance to include, but not limited to, lockers, key management system, and technology devices and cart
- Assist with facilitating the BRIC's day-to-day operations
- Assist with implementation of equipment preventative maintenance and operational strategies
- Enforce rules and regulations regarding BRIC use
- Present a professional appearance and attitude at all times and maintains a high standard of customer service
- Report basic facility maintenance and custodial needs
- Complete appropriate activity logs and reports
- Attend meetings, trainings and workshops as required
- Perform other related duties as assigned

Qualifications:

- American Red Cross CPR/AED for the Professional Rescuer and Administering Emergency Oxygen Certifications
- National Swimming Pool Foundation Pool Operator Certification must be obtained within 30 days of hire
- Experience working with fitness equipment maintenance and repair preferred
- Experience working with equipment preferably within a sports, fitness, recreation or university programming environment
- 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 in use
- Ability to satisfactorily pass a background screening as an offer of employment is contingent on background clearance

Position Sensitivity:

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

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.

Work Environment:

While performing the duties of this job, the employee is frequently required to sit, talk and hear; manual dexterity, eye-hand coordination, and verbal communication; use of office equipment: telephones, calculator, copier and fax; use of basic tools: ladder, screwdriver, pliers, hammer, and wrench. Must be able to walk, stand, bend and lift up to 50 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 ASI Human Resources located on the first floor of the Bronco Student Center, Room 1216 or online at the ASI website: www.asi.cpp.edu/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 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