



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

<b>Title:</b>	<b>Aquatics SCUBA Supervisor</b>
<b>Department:</b>	Campus Recreation
<b>Hourly Rate:</b>	\$14.00 per hour
<b>Posting Date:</b>	October 10, 2017
<b>Work Hours:</b>	15-20 hours per week; shifts based on operational need of the organization

### Position Definition

Under general supervision from the Aquatics Coordinator, the Aquatics SCUBA Supervisor provides programmatic oversight and supervision and directly supports the Aquatics Coordinator in program development and implementation and overall SCUBA operations. The Aquatics SCUBA Supervisor performs routine and complex assignments requiring specialized knowledge, prior relevant experience, and considerable independent judgment and decision-making.

### Essential Duties

- Assists with the overall management of SCUBA operations and programs
- Assists with recruiting, hiring, training, and development of SCUBA staff to include Divemasters
- Assists with SCUBA program and travel development and implementation
- When serving as on-duty SCUBA Supervisor, maintain constant surveillance of participants in the facility, act immediately and appropriately to secure safety of participants in the event of emergency
- Ensure certifying agency and ASI standards are maintained during SCUBA Programs
- 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
- Prepare and maintain appropriate activity reports
- Attend and assist in development and execution of orientations and trainings
- Perform other related duties as assigned

### Qualifications

- Professional Association of Diving Instructors (PADI) Divemaster Certification
- Current PADI Emergency First Response Primary and Secondary Response Certification
  - Or American Red Cross Lifeguard Training, CPR/AED for the Professional Rescuer, and advanced first aid certification (Title 22)
  - Or equivalent
- Current American Red Cross or Diver's Alert Network (DAN) Emergency Oxygen Administration Certification
- Physical and mental ability to perform the job requirements of minimum Divemaster requirements
- Must be able to swim 400 yards continuously using both front crawl and breast stroke
- Must be able to Tread for 15 minutes
- Must be able to swim 800 yards with mask, snorkel, fins
- Demonstrated ability to lead staff (i.e. internship, previous supervisory experience)
- 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
- Candidate(s) selected for the position must pass fingerprint clearance through the Department of Justice and complete a Child Abuse Index Form. This qualification is only required when monitoring programs serving children under the age of 18 years of age.
- 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 45 pounds occasionally lift and/or move up to 65 pounds, and be able to lift a person out of water. Specific vision abilities required but 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 in 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 first floor of the Bronco Student Center, Room 1216 or online at the ASI website: <http://asi.cpp.edu/employmentopportunities/>

**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.

**Systemwide Smoke and Tobacco Free Environment EO 1108**

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.  
<http://www.calstate.edu/EO/EO-1108.html>

**About the Associated Students Incorporated**

Established in 1963, Associated Students, Inc. (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, including The Bronco Recreation and Intramural Complex (BRIC), as well as the Children's Center. 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**