



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

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| <b>Title:</b>        | <b>SCUBA Instructor I</b>   |
| <b>Department:</b>   | Campus Recreation   |
| <b>Hourly Rate:</b>  | \$22.00 per hour  |
| <b>Posting Date:</b> | October 10, 2017  |
| <b>Work Hours:</b>   | 1-16 hours per week; shifts based on operational need of the organization |

### Position Definition

Under minimal supervision from the Aquatics Coordinator, the SCUBA Instructor I is responsible for promoting the SCUBA program at the Bronco Recreation and Intramural Complex (BRIC) and the facilitation of SCUBA classes. The SCUBA Instructor I is responsible for facilitation of safe, effective, and fun SCUBA-based classes in a group setting and performs skilled tasks requiring moderate on-the-job training, specialized skills and independent judgment and decision-making.

### Essential Duties

- Teach structured SCUBA classes appropriate for varying levels of SCUBA certification
- Arrive on time to set-up scheduled class or clinic; ensure that classes begin and end on time
- Clean and organize pool space (including equipment used) after each class
- Ensure proper check-in of participants for instructional clinics and fee-based programs
- Enforce PADI standards and best practices
- Assist with reporting accurate class participation numbers, as directed
- Assist with special events as assigned
- Maintain current knowledge of other ASI and Campus Recreation programs and services
- Maintain open communication with the Aquatics Coordinator
- Attend trainings, meetings, and workshops as required
- Maintain current SCUBA Instructor certifications and CPR/AED and First Aid for the Professional Rescuer
- Perform other duties as assigned

### Qualifications

- Current/valid Professional Association of Dive Professionals (PADI) Open Water SCUBA Instructor
- American Red Cross CPR for the Professional Rescuer or PADI Emergency First Response (or equivalent)
- American Red Cross or Diver's Alert Network (DAN) Emergency Oxygen Administration (or equivalent)
- Demonstrate ability to conduct safe SCUBA excursions, conduct all programs to PADI standards, evaluate aquatic conditions and make independent decisions on diving safety.
- No PADI quality assurance claims in the previous twelve months
- Outstanding customer service and interpersonal skills
- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community
- 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, occasionally lift and/or move up to 45 pounds, and be able to lift a person out of water. 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 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**