



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Fitness Supervisor
Department:	Campus Recreation
Hourly Rate:	\$14.00
Posting Date:	December 8, 2017
Work Hours:	15-20 hours per week; shifts based on operational need of the organization

General Duties:

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

Essential Duties:

Assist with the development, implementation and management of the fitness program
Assist with the recruitment, interviewing, scheduling and supervision of fitness staff including Personal Trainers, Group Fitness Instructors and Fitness Attendants
Assist with substitution and coverage of group fitness classes and programs as needed
Assist with providing general oversight of the fitness facilities and equipment
Assist with planning and administering fitness staff meetings and trainings
Respond to emergencies and injuries and provide care accordingly until the arrival of emergency medical services
Assist with the evaluation of fitness staff, programs and services
Prepare and maintain appropriate activity reports
Provide collaborative support of other departments and programs within ASI when necessary
Present professional appearance and attitude at all times, and maintain a high standard of customer service
Perform other related duties as assigned

Qualifications:

Current American Red Cross First Aid, Emergency Oxygen, and CPR/AED for the Professional Rescuer certifications
Ability to lead staff that can be demonstrated through previous supervisory experience or internship
Experience working in a sports, fitness, or recreation setting
Current personal training or group fitness instructor certification through ACSM, ACE, AFAA, NSCA, or NASM, preferred
Demonstrated experience as a Personal Trainer or Group Fitness Instructor or willingness to obtain the experience and certification within 3 months of hire
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 recommendations
Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community
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)

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. Must be able to walk, stand, 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 ASI Human Resources located on the second floor of the Bronco Student Center, Room 2325 or online at the ASI website: www.asi.cpp.edu/hr

Systemwide Smoke and Tobacco Free Environment EO 1108:

Effective September 1, 2017, the Cal Poly Pomona campus will become a smoke-free campus. Please refer to the link below for policy information.
<http://www.calstate.edu/EO/EO-1108.html>

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