



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Divemaster
Department:	Campus Recreation
Hourly Rate:	\$18.00 per hour
Posting Date:	October 10, 2017
Work Hours:	1-20 hours per week; shifts based on programmatic need of the organization

Position Definition

Under minimal supervision from the Aquatics Coordinator, the Divemaster is responsible for leading SCUBA excursions, assist with SCUBA courses, and conducting qualifying SCUBA programs independently at the Bronco Recreation and Intramural Complex (BRIC) and surrounding local waters. The Divemaster is responsible for offering safe, effective, and fun SCUBA-based experiences in a group and individual setting and performs skilled tasks requiring advanced certification, specialized knowledge, prior relevant experience, and considerable independent judgment and decision-making.

Essential Duties

- Lead structured SCUBA excursions appropriate for varying levels of experience both in the pool and surrounding bodies of water or from a shore or boat
- Arrive on time to set up prior scheduled class or clinics; ensure that classes begin and end on time
- Clean and organize pool space (including equipment used) after each class
- Perform basic SCUBA maintenance including but not limited to filling tanks, inspecting, washing, and making minor (o-ring) repairs to SCUBA Equipment
- Ensure proper check-in of participants for a variety of SCUBA fee-based programs
- Enforce PADI SCUBA standards
- Prevent and respond to emergencies in compliance with the facility emergency response plan and off-site location emergency action plan
- Maintain records relevant to assigned duties
- Transport participants to off-campus locations for scheduled programming as assigned
- Maintain current knowledge of other ASI and Campus Recreation programs and services
- Maintain open communication with the Aquatics Coordinator and Aquatics SCUBA Supervisor
- Attend trainings, meetings, and workshops as required
- Maintain current certifications listed in qualifications
- Perform other duties as assigned

Qualifications

- Current/valid Professional Association of Dive Professionals (PADI) Divemaster rating (or equivalent)
- 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. 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
- 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 and environments including time outside at a pool or open water (ocean, lake, etc.). While performing the duties of this job, the employee is frequently required to swim and 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 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 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