



**OPENING FOR
AQUATICS INSTRUCTOR III
ASI Campus Recreation**

Pay Rate: \$25.00 per hour

This is an hourly, non-exempt, part-time position not to exceed 29 hours per week, shifts based on operational need of the organization, without benefits.

THE POSITION

Under minimal supervision from the Aquatics Coordinator, the Aquatics Instructor is responsible for leading aquatics classes and promoting the aquatics program at the Bronco Recreation and Intramural Complex (BRIC). The Aquatics Instructor is responsible for offering safe, effective, and fun water-based formats in a group setting and performs skilled tasks requiring advanced certification, specialized knowledge, prior relevant experience, and considerable independent judgment and decision-making.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead structured group aquatic classes appropriate for varying levels of physical fitness and fundamental water-based skills
- Arrive on time to 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 swimming pool and BRIC policies
- Report 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 Operations Manager
- Attend trainings, meetings, and workshops as required
- Maintain current aquatics instructor certifications including CPR/AED and First Aid for the Professional Rescuer
- Perform other duties as assigned

QUALIFICATIONS

- Ability to teach one or more aquatics classes such as Learn-to-Swim (fundamental aquatics skills through stroke refinement), Master's Swim, Master's Water Polo, Underwater Hockey, Underwater Rugby, SCUBA, Shallow Water Sports, Aquatic Boot Camp, Lifeguarding & CPR/AED for the Professional Rescuer, etc.
- Outstanding customer service and interpersonal skills
- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community
- Current American Red Cross First Aid, CPR, and AED for the Professional Rescuer certification
- Minimum of 3 years teaching/coaching experience (internships and co-teaching experience considered)
- Minimum of 2 of the following certifications or specialty trainings:
 - Current nationally recognized swim instructor certification;
 - American Red Cross Water Safety Instructor (WSI)
 - Starfish Aquatics Institute Swimming Instructor

- USA Swim America Instructor
 - Current nationally recognized aquatic exercise certification
 - AEA Aquatics Fitness Professional Certification
 - USWFA Water Fitness Instructor
 - Aquatic sport training or coaches certification from a nationally recognized organization
 - USA Swim Coach Level 2 or 3 certification
 - ASCA Swim Coach Level 2 or 3 certification
 - USMS Swim Coach Level 2 or 3 certification
 - USAWP Current Coach Member
 - USAWPR Basic Certification
 - NCAS Underwater Sports Coach
 - Specialty aquatic program certification from a nationally recognized organization
 - American Red Cross Lifeguard Instructor
 - American Red Cross CPR/AED/O2 and First Aid for the Professional Rescuer Instructor
 - PADI Open Water Instructor, Assistant Instructor or Divemaster (or equivalent)
- Ability to successfully pass a background screening as an offer of employment is contingent on background clearance

WORK ENVIRONMENT

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 40 pounds.

BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can begin employment 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.

APPLICATION PROCEDURE

A cover letter, application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the [ASI Website](#) and in the Human Resources Department.

Submit resume and application to:

Associated Students, Inc.
Human Resources Department
3801 W. Temple Ave., Bldg. 35-1216
Pomona, CA 91768

Phone: (909) 979 - 5546
E-mail: asihr@cpp.edu

Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

ABOUT ASI

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.

EOE

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process.

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>

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.