



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

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| Title: | Adventures Instructor II |
| Department: | Campus Recreation |
| Hourly Rate: | \$20.00 |
| Posting Date: | February 22, 2019 |
| Hours: | 5 - 10 hours per week; shifts based on operational need of the organization |

General Duties:

Under general supervision from the Adventure Education Coordinator, the Adventures Instructor II is responsible for promoting the Adventures program at the Bronco Recreation and Intramural Complex (BRIC) and leading advanced on-campus workshops, clinics, special events, and conducting related staff trainings. The Adventures Instructor II offers programming and instruction using established best practices in indoor/on-site group settings and performs skilled tasks requiring advanced certification, specialized knowledge, prior relevant experience and considerable independent judgment and decision-making.

Essential Duties

- Develop and deliver adventures indoor/on-site programs appropriate for varying levels of technical ability and including rescue skills and teambuilding
- Arrive on time to scheduled programs; ensure that programs begin and end on time
- Maintain current knowledge of ASI and Campus Recreation programs and services
- Conduct Adventures Instructor I trainings
- Attend trainings, meetings and workshops as required
- Maintain open communication with the Adventure Education Coordinator
- Respond to emergencies and injuries and provide care as required until the arrival of emergency medical services; maintain current knowledge of outdoor standard operating procedures and emergency medical response
- Perform other duties as assigned

Qualifications:

- Current entry level certification based on program operation needs, such as not limited to:
 - AMGA SPI course completion or certification
 - ACA Kayak I
 - LNT Trainer
 - ACA Canyoneering I
 - AIARE I
- Current American Red Cross CPR/AED for the Professional Rescuer certification
- Minimum one year of technical adventure recreation experience, preferred
- Minimum of one year formal teaching and/or instructor experience, required
- Outstanding customer service and interpersonal skills
- Ability to act 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
- Ability to operate a computer workstation using word processing, spreadsheet and other computer applications in use
- Demonstrated ability to work with a diverse student population and campus community

Work Environment:

Work is performed at an indoor climbing wall facility and occasionally outdoors in varying weather conditions including extreme heat and cold. While performing the duties of this job, the employee is frequently required to reach with hands and arms, climb or balance, walk, stoop, kneel, crouch, crawl, swim, paddle, lift up their own body weight or greater and carry equipment up to 50lbs. The employee must occasionally sit for extended periods, regularly walk around the location, talk and listen, and utilize manual dexterity, eye-hand coordination and verbal communication.

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 term and for students who have applied for graduation for the current term. 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: <https://asi.cpp.edu/employment-opportunities/>

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.

About Associated Students Incorporated:

Established in 1963, Associated Students, Inc. 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 Fitness Center, 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