



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

<b>Title:</b>	<b>Adventures Trip Lead II</b>
<b>Department:</b>	Campus Recreation
<b>Hourly Rate:</b>	\$25.00
<b>Posting Date:</b>	February 22, 2019
<b>Hours:</b>	5 - 29 hours per week; shifts based on operational need of the organization

### General Duties:

Under minimal supervision from the Adventure Education Coordinator, the Adventures Trip Lead II is responsible for promoting the adventures program at the Bronco Recreation and Intramural Complex (BRIC) and leading adventures outdoor programs in front country, back country, and overnight settings. The Adventures Trip Lead II offers safe, effective and engaging instruction utilizing established best practices in outdoor 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 outdoor programs appropriate for varying levels of technical ability and including rescue skills
- Arrive on time to scheduled pre-trip obligations and trips; ensure that programs begin and end on time
- Complete the pre-course task list including but not limited to trip itinerary, equipment inspection, and weather assessment
- Complete post-course task list including but not limited to participant evaluation, instructor evaluation, and trip end report and equipment return
- Clean and organize equipment after each trip
- Complete all forms associated with specific trip
- Lead in-house trainings related to outdoor, front country, back country, and overnight trip facilitation
- Enforce outdoor program policies and procedures
- Maintain current knowledge of ASI and Campus Recreation programs and services
- 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
- Perform other duties as assigned

### Qualifications:

- Minimum 1 year of formal teaching and /or instructor experience required
- Minimum 1 year of experience in respective recreation discipline required
- Minimum of 1 entry level certification based on program operation needs such as but not limited to:
  - AMGA SPI Certification
  - ACA Kayak I
  - LNT Trainer
  - ACA Canyon Leader I
  - AIARE I
- Current Wilderness First Responder (WFR) certification
- Current American Red Cross CPR/AED for the Professional Rescuer certification
- Current California Food Handlers License for any trips requiring food preparation
- May be required to drive passenger vehicles up to 12 passenger or a box truck up to 16' in length
- If required to drive, Current California Class C Driver's License and unofficial driving will be 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 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 and lift up their own body weight or greater. The employee must occasionally sit for extended periods, regularly walk in varying terrain, 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**