Associated Students Incorporated
California State Polytechnic University, Pomona
Human Resources Department

OPENING FOR
SUMMER CAMP SWIM INSTRUCTOR
ASI Campus Recreation

Pay Rate: $16.00 per hour

This is an hourly, non-exempt, part-time position, without benefits.

Work Schedule
Up to 40 hours per week; shifts based on operational need of the program.
Must be available Tuesdays and Thursdays 8:30am-4:30pm for the duration of summer camp sessions; June 3 to July 26, 2019. Must also be available for camp training April 27, May 28 – June 1

THE POSITION

Under general supervision from the Associate Director of Operations for Campus Recreation, the Summer Camp Swim Instructor provides specialized youth programs for Campus Recreation. This position develops lesson plans and leads swim programs and experiences for youth in a group setting during the summer programming in the Bronco Recreation and Intramural Complex (BRIC).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the supervision and safeguarding of assigned youth camper group ages 6 to 12
- Leads small youth camper groups in age appropriate aquatics programming
- Enforces policies and follows guidelines regarding use of the BRIC by minors
- Completes daily activity logs as necessary
- Provides emergency care and treatment as needed, in a calm and effective manner
- Presents a professional appearance and attitude at all times
- Maintains a high standard of customer service
- Reports basic concerns to appropriate personnel

QUALIFICATIONS

- Current American Red Cross First Aid, Emergency Oxygen, and CPR/AED for the Professional Rescuer certification
- Experience working with youth ages 6-12 or in a camp setting, *preferred*
- Current American Red Cross Water Safety Instructor Certification (or approved equivalent) or Basic Swim Instructor Certification
- Must be available for specialized camp staff training
- 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 make recommendations
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Demonstrated ability to work with a diverse student population and campus community
- Ability to satisfactorily complete a background check (including a criminal records check)

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.

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.

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.