



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title: Fitness Supervisor
Department: Campus Recreation
Hourly Rate Range: \$15.25
Posting Date: March 19, 2019
Hours: 15-20 hours per week; shifts based on operational need of the organization

Position Definition:

Under general supervision from the Fitness Coordinator, the Fitness Supervisor provides programmatic oversight and supervision and directly supports the Fitness Coordinator in program development and implementation. The Fitness Supervisor performs routine and complex assignments requiring specialized knowledge, prior relevant experience, and considerable independent judgment and decision-making.

Essential Duties:

- Assist with the development, implementation and management of the fitness program
- Assist with the recruitment, interviewing, scheduling and supervision of fitness staff including Personal Trainers, Group Fitness Instructors and Fitness Attendants
- Assist with substitution and coverage of group fitness classes and programs as needed
- Assist with providing general oversight of the fitness facilities and equipment
- Assist with planning and administering fitness staff meetings and trainings
- Respond to emergencies and injuries and provide care accordingly until the arrival of emergency medical services
- Assist with the evaluation of fitness staff, programs and services
- Prepare and maintain appropriate activity reports
- Provide collaborative support of other departments and programs within ASI when necessary
- Present professional appearance and attitude at all times, and maintain a high standard of customer service
- Perform other related duties as assigned

Qualifications:

- Current American Red Cross First Aid, Emergency Oxygen, and CPR/AED for the Professional Rescuer certifications
- Ability to lead staff that can be demonstrated through previous supervisory experience or internship
- Experience working in a sports, fitness, or recreation setting
- Current personal training or group fitness instructor certification through ACSM, ACE, AFAA, NSCA, or NASM, preferred
- Demonstrated experience as a Personal Trainer or Group Fitness Instructor or willingness to obtain the experience and certification within 3 months of hire
- 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 recommendations
- Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision
- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community
- Ability to operate a computer workstation using word processing, spreadsheet and other computer applications in use

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.

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: <http://asi.cpp.edu/employment-opportunities/>

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.

System-wide 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 Associated Students Incorporated:

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