



OPENING FOR
SPORT CLUBS OFFICIAL
ASI Campus Recreation

Pay Rate: \$17.00 per hour

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

Work Schedule

3-5 hours per week; hours may increase during tournaments, weekends required;
shifts based on operational need of the organization.

THE POSITION

Under the general supervision of the Competitive Sports Coordinator, the Sport Clubs Official assists in providing a fair and safe sport clubs events and activities. The Sport Clubs Official is responsible for officiating sport clubs games.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Officiate sport clubs games and competitions to maintain standards of play and to ensure the game rules are observed
- Judge performance in sporting competitions to determine a winner, when applicable
- Keep track of event times, starting or stopping play, when necessary
- Inspect sporting equipment and/or examine participants in order to ensure compliance with event and safety regulations
- Confer with other sporting officials, coaches, player, and facility managers in order to provide information, coordinate activities, and discuss problems
- Ensure compliance with Campus Recreation's rules, policies, and guidelines during sport clubs activities
- Track scores, manage game play, and serve as a liaison to team captains and coaches for various sport clubs
- Present professional appearance and attitude at all times, and maintain a high standard of customer service
- Document and report any equipment malfunctions or other facility hazards
- Attend meetings and trainings as required
- Perform other duties as assigned

QUALIFICATIONS

- Advanced officiating certification (e.g. high school officiating)
- One year of officiating experience
- Demonstrated ability to understand principles of the related sports
- Ability to learn and apply the rules and regulations of the related sports
- Dependable with the ability to make independent decisions
- Demonstrated ability to work with a diverse student population and campus community
- Demonstrated ability to maintain professionalism, model sportsman-like conduct, provide quality customer service, and exhibit a positive attitude while interacting with participants, spectators, and coaches
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to satisfactorily complete a background check (including a criminal records check)

WORK ENVIRONMENT

Work is occasionally performed outdoors in varying weather conditions including extreme heat. While performing the duties of this job, the employee is frequently required to stand, walk, run, talk, see, hear, and utilize manual dexterity, eye-hand coordination, and verbal communication. Must be able to utilize office equipment (telephones, calculator, copier, fax), sit, crawl, climb, bend, and lift up to 45 pounds.

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.