



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title: Recreation Technician
Department: Campus Recreation
Hourly Rate Range: \$13.00
Posting Date: April 16, 2019
Close Date: May 3, 2019
Hours: 15-20 hours per week; shifts based on operational need of the organization.
Must be available to attend mandatory fall and spring trainings.
This position is scheduled to start August 1, 2019.

Position Definition:

Under general supervision from the Facility Operations Coordinator, the Recreation Technician is responsible for fitness, pool, recreation, and technical equipment operations. The Recreation Technician performs routine and non-routine complex assignments requiring specialized knowledge, prior relevant experience, and considerable independent judgment and decision-making.

Essential Duties:

- Maintains fitness equipment functionality and operation
- Assists with recreation equipment maintenance to include, but not limited to, repairing/replacing all sporting nets, maintaining equipment holders, storage devices, and divider curtains
- Assists with basic fitness equipment maintenance to include, but not limited to, preventative care and small repairs for cardio, selectorized, and strength equipment
- Assists with basic pool maintenance to include, but not limited to, pool vacuuming, conducting/monitoring daily equipment and pool chemistry checks, and basic troubleshooting
- Assist with technical equipment maintenance to include, but not limited to, lockers, key management system, and audio/visual, technology devices and cart
- Assists with facilitating the BRIC's day-to-day operations
- Assists with implementation of equipment preventative maintenance and operational strategies
- Adheres to all organizational, local, state, and national industry standard operating procedures and safety protocols
- Enforces rules and regulations regarding BRIC use
- Presents a professional appearance and attitude at all times and maintains a high standard of customer service
- Reports basic facility maintenance and custodial needs
- Completes appropriate activity logs and reports
- Attend meetings, trainings and workshops as required
- Performs other related duties as assigned

Qualifications:

- American Red Cross CPR/AED for the Professional Rescuer and Administering Emergency Oxygen Certifications
- National Swimming Pool Foundation Pool Operator Certification (required prior to start date)
- Experience working with fitness equipment maintenance and repair preferred
- Experience working with equipment preferably within a sports, fitness, recreation or university programming environment
- 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 operate a computer workstation using word processing, spreadsheet and other computer applications in use
- **Ability to satisfactorily complete a background check (including a criminal records check)**

Position Sensitivity:

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position with access to sensitive data.

Background Check:

A background check (including a criminal records check) must be completed satisfactorily before any candidate can begin employment 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.

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; use of basic tools, including, but not limited to, ladder, screwdriver, pliers, hammer, wrench, and small power tools. Must be able to walk, stand, bend and lift up to 50 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, student employees must be currently enrolled in a minimum of 6.0 units (undergraduate) and 4.0 units (graduate), international student employees must be enrolled in a minimum of 12.0 units (undergraduate) and 8.0 units (graduate) at the end of the add-drop period. Student employees are required to have a minimum overall and Cal Poly Pomona GPA of 2.0 and be in good academic 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:

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