



OPENING FOR  
**FITNESS INSTRUCTOR I**  
ASI Campus Recreation

**Pay Rate: \$15.00 per hour**

This is an hourly, non-exempt, part-time position not to exceed 29 hours per week, shifts based on operational need of the organization, without benefits.

## THE POSITION

Under minimal supervision from the Fitness Coordinator, the Fitness Instructor is responsible for leading group fitness classes and promoting the fitness program at the Bronco Recreation and Intramural Complex (BRIC). The Fitness Instructor is responsible for offering safe, effective, and fun exercise formats in a group setting and performs skilled tasks requiring advanced certification, specialized knowledge, prior relevant experience, and considerable independent judgment and decision-making.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead structured group activities and/or fitness classes appropriate for varying levels of physical fitness and experience
- Arrive on time to scheduled class or clinic; ensure that classes begin and end on time
- Clean and organize studio (including equipment used) after each group fitness class
- Ensure proper check-in of participants for instructional clinics and fee-based programs
- Enforce fitness studio and BRIC policies
- Report accurate class participation numbers, as directed
- Assist with special events as assigned
- Maintain current knowledge of other ASI and Campus Recreation programs and services
- Maintain open communication with the Fitness Coordinator
- Attend trainings, meetings, and workshops as required
- Maintain relevant certifications including CPR/AED and First Aid, *and specialized certifications if applicable*
- Perform other duties as assigned

## QUALIFICATIONS

- Current American Red Cross First Aid, CPR, and AED certification
- Ability to teach one or more formats including but not limited to Strength/Tone, Spinning™, Yoga, Pilates, Kickboxing, Aerobic/Dance or specialized instruction including varying dance formats, martial arts, or other recreational activities
- Outstanding customer service and interpersonal skills
- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community
- Minimum of 3 months teaching experience (internships and co-teaching experience considered)
- Minimum of 1 of the following certifications or specialty trainings:
  - Hold a current Group Fitness Instructor certification from a nationally recognized fitness organization such as the AFAA, ACE ACSM or comparable
  - Hold a current specialty training or workshop certification from nationally recognized organizations such as Spinning®, Zumba®, Beachbody LIVE, TRX, Yoga Alliance, or comparable
- Instructional experience and/or specialized training in non-group fitness formats such as dance, martial arts, or other recreational activity will be considered in lieu of a nationally recognized fitness certification

- Ability to satisfactorily complete a background check (including a criminal records check)

## **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**

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 25 pounds.

## **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.

## **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](mailto: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.