



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title:	Sport Clubs Assistant Supervisor
Department:	Campus Recreation
Hourly Rate:	\$14.00
Posting Date:	January 18, 2019
Hours:	3-10 hours per week; shifts based on operational need of the organization

Position Definition

Under general supervision from the Competitive Sports Coordinator, the Sport Clubs Assistant Supervisor oversees the daily operations of the Sport Clubs Program. The Sport Clubs Assistant Supervisor performs routine and complex assignments requiring specialized knowledge, prior relevant experience, and moderate independent judgment and decision-making.

Essential Duties:

- Assist with the overall management of the Sport Clubs program's day-to-day operations
- Act as a liaison between the public and Sport Clubs administration
- Assist with supervision of Sport Clubs participants, spectators, coaches, officials, and Athletic Trainers
- Enforce policies, rules, and regulations
- Manage set up and break down of fields and courts for games and events
- Provide emergency care and treatment as required until the arrival of emergency medical services
- Present professional appearance and attitude at all times, and maintain a high standard of customer service
- Prepare and maintain appropriate accident, incident, and other forms
- Assist with development and implementation of operational strategies
- Perform other related duties as assigned
- Attend required trainings

Qualifications:

- Current American Red Cross Professional Rescuer First Aid/CPR/AED
- Current First Aid for Public Safety Personnel (Title 22) certification or equivalent certification
- Experience working in a fitness, recreation or similar environment
- 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 operate a computer workstation using word processing, spreadsheet and other computer applications

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, and fax), sit, crawl, climb, 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 second floor of the Bronco Student Center, Room 1216 or online at <https://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