



## **EMPLOYMENT OPPORTUNITY ASSOCIATED STUDENTS INC. SACRAMENTO STATE**

### **Aquatic Center Youth Program Supervisor**

**Position Summary:** The Youth Program Supervisor works under the direction of the Associate Director from May through October serving as the coordinator for youth summer camps and reservations. Oversight may include Youth Programs, Water Enrichment Training and events in the absence of the Water Front Supervisor.

**Start Date:** Upon Hire  
**Time Base:** Temporary, Full-Time  
**Application Deadline:** Open until position is filled  
**Compensation:** \$17.00

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- From May through October primarily work under the direct supervision of the Associate Director as the supervisor for youth camp. This requires proficiency in sailing, windsurfing, canoeing, kayaking and boating safety. Supervise the daily activities of the summer camp participants, youth programs and youth staff.
- With support of the Associate Director, train, supervise and evaluate all boating & safety instructors for Youth Camps. Oversight may include boating & safety instructors for W.E.T., Youth Programs & events in the absence of the Water Front Supervisor.
- Ensure proper staffing levels for scheduled camps and programs that meet compliance with all safety regulations.
- Audit and monitor records for all staff certifications and qualifications.
- Instruct classes as needed (i.e. camps, lifeguarding, waterski, Jet Ski, team builds, etc.).
- Assist and fill in for the front office staff and special events staff as needed.
- Other duties may be assigned.

#### **CORE COMPETENCIES**

- Exceptional customer service skills
- Ability to communicate effectively both verbally and in writing with staff, employees and public
- Strong analytical and problem-solving skills
- Ability to follow oral and written instructions
- Ability to work effectively and collaboratively with campus constituencies to serve a diverse customer population
- Must have thorough understanding of the Aquatic Center programs and class offerings and outreach as a whole

#### **MINIMUM QUALIFICATIONS**

- Ability to teach in all boating areas
- Ability to appropriately use all power boats
- First Aid and C.P.R. certification (must be current)

- Ability to lift and move up to 50 pounds
- Ability to comply with ASI driving criteria and pass pre-employment and random drug screens
- Must be able to work in a variety of weather conditions and be prepared for both heat and cold

### **PREFERRED QUALIFICATIONS**

- Ability to maintain a Class B driver's license and meet ASI driving criteria
- General knowledge of Aquatic Center general operations
- Knowledge of windows-based personal computers – Microsoft Word, Excel, Outlook
- 1 year of youth instruction

**All Aquatic Center Staff must sign a Code of Conduct and Dress Code Agreement**

### **Background Checks**

If offered a position, a background check may be completed if the position for which you have applied requires it. **Note:** No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

### **How to Apply**

Interested Applicants must complete an application, provide a resume and cover letter. Online applications are available at <https://748.dayforcehcm.com/CandidatePortal/en-US/asi/>

Paper applications can be found at <http://www.asi.csus.edu/wp-content/uploads/2018/01/ASI-Employment-Application-Jan2018-basic.pdf> and sent to :

#### **By mail**

Aquatic Center  
1901 Hazel Ave  
Gold River, CA 95670

#### **By Fax or Email**

Aquatic Center  
Fax: 916-278-1105

#### **Or in person**

Aquatic Center  
1901 Hazel Ave  
Gold River, CA 95670

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**Associated Students is an Equal Opportunity employer.**

[www.asi.csus.edu](http://www.asi.csus.edu)

### **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, California State University, Sacramento has made crime statistics available on-line at [www.csus.edu/police/cleryact.htm](http://www.csus.edu/police/cleryact.htm).  
<http://www.csus.edu/police/cleryact.htm>