

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
Student Employment - Position Description

Division: Student Affairs
Area: Wellness and Athletics
Office: **Campus Recreation**
Position Title: **Waterfront Assistant**
Hours: 15-20 hrs./wk.
Level: II
Rate: \$9.50- \$11.00
Hiring Range: \$9.50- \$15.00
Contact: Joshua Wade **Tel.** 437-3212
Supervisor: Joshua Wade **Tel.** 437-3212

Office Description

This position will assist with the daily business of the Summer Youth Watersports Camp operations and a wide range of specialized programming, activities, events, and projects that support the development of Campus Recreation. Campus Recreation is seeking a dynamic individual with outstanding leadership qualities to serve as an instructor in either sailing activities or paddling activities. Summer Instructional assistants will be in charge of the daily supervision and implementation of the watersports camp curriculum which will be operated out of the Channel Islands Boating Center. The Channel Islands Boating Center (CIBC) is operated through Campus Recreation and the CIBC office is located at 3880 South Harbor Blvd. Oxnard, CA 93035. Through its programs and services, Campus Recreation (CR) assists students in creating and maintaining healthy lifestyles by balancing the demands of academic pursuits with the benefits of "wellness" through physical fitness and recreation. CR complements the University's mission by providing programming and activities in the following seven categories: Intramural & Extramural Sports, Informal Recreation, Sports Clubs, Health & Wellness, Waterfront Programs, Outdoor Adventures and Special Events. CR programs are created on the basis of the University's "Dimensions of Development" which include: Values & Integrity, Expression, Health, Intellectual, Intra/Interpersonal, Citizenship, Creativity, Cultural and Life & Career Planning.

Job Qualifications

Minimum Job Requirements:

- Must be a current CSU Channel Islands student enrolled in a minimum of six units, maintain a minimum of a 2.0 GPA, and in good academic and behavioral standing.
- A strong desire to learn either a sailing discipline (sailing or windsurfing) or paddling discipline (kayaking or stand-up paddleboarding).
- Ability to communicate in the Spanish language desirable.
- Must be able to instruct and work effectively in an environment that will involve exposure to salt water, cold water, sun, wind, rain, weather, sand, sea weed, sea grass, mud, ocean currents, sea creatures, breaking waves, and other outdoor elements.
- Physical requirements include but are not limited to:
 - Swimming in rough and deep water, walking, running, walking or running over rough or uneven surfaces, bending, stooping, lifting, pushing, pulling, and carrying loads.
 - Must be able to swim at least 550 yards, dive at least 10 feet deep, swim with a 10 pound object for at least 20 yards, and tread water for at least 2 minutes.
- Must be able to watch and supervise groups of students between 5 – 60 on land and in the ocean while instructing and supervising safety.
- Recognize and respond effectively to incidents and emergencies.
- Provide proper emergency care (First Aid/ CPR) when necessary.
- Well organized, self-motivated, enthusiastic, and mature individual
- Ability to compose, type, and proof read documents as needed.
- Requires familiarity with PC computers, knowledge of word processing, Excel, Publisher, spreadsheets, and presentation programs.
- Trustworthy and reliable in the handling of confidential materials.
- Passing sailing and paddling instructor test with Supervisor.
- Must have CPR, First Aid, and California Boating Certificate or must obtain certifications within the first semester of employment.
- Completion of Live Scan/ Background check within the first semester of employment.

Knowledge, Skills and Abilities Preferred:

- Knowledge of or strong desire to learn sailing and paddling rescue procedures.
- Preferred experience assisting instructional classes.
- Preferred knowledge with the sailing and paddling conditions of Channel Islands Harbor.

- Preferred knowledge of boats that students will be using: Catalina 16.5, CFJ, Pico, sit-on-top kayaks, and ocean touring kayaks.
- Be able to relate well with people and be interested in developing the skills of others.
- Ensure member, guest, and staff paperwork is being completed in accordance to class policy.
- Positive, enthusiastic and flexible attitude.
- Good analytical and problem-solving skills and an ability to adapt to changing program needs depending on changes in weather, number of students, number of boats, etc.
- Desire to learn the Boating Center program schedule and aquatic/ boating terminology.
- Interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. This includes students, faculty, staff, guests, vendors, and community members.
- Ability to assist in enforcing instructional procedures.
- Ability to follow opening and closing procedures.

Job Description

Duties and Responsibilities:

1. Assist in the Summer Youth Watersports Camp sailing and paddling activities as scheduled by Supervisor.
2. Must be able to work with youth ages 8 - 16 and must attend all team trainings before camp.
3. Assist in planning sailing and paddling custom events as scheduled by Supervisor.
4. Assist in facilitating the increase of knowledge about sailing/ paddling theory, practical skills, safety, weather, equipment care, experiential education practices, natural environment and group dynamics.
5. Ability to learn about the operation and maintenance of instructional equipment and facilities.
6. Ability to assist in performing rescue boat operations in towing, rescuing, and assisting sailboats and kayaks.
7. Keep records for a variety of recreational waterfront classes.
8. Facilitate the increase of sail and kayak knowledge, theory, practical skills, safety, weather, equipment care, experiential education practices natural environment and group dynamics.
9. Demonstrate safety assurance and control when on the water and in the classroom.
10. Assist in equipment inspections and minor repairs.
11. Assists in equipment organization and care among sailing/ paddling assistants, members, and guests.
12. Assist in updating CIBC staff and members on specific site conditions and hazards.
13. Assist in required trainings for sailing/ paddling staff (weekly meetings and monthly in-service trainings).
14. Assist in the revision and development of curriculum on file for assistants.
15. Ensure that the CIBC is safe, inviting and fun for all students, faculty, staff, guests, vendors, and community members.
16. Maintain a clean and organized work environment, including the front desk, workroom, storage areas, conference room, classrooms, bathrooms, grounds, checkout window and Instructor room.
17. Attend all scheduled training and staff meetings.
18. Serve as a role model and maintain a professional attitude with patrons and co-workers on and off duty.
19. Assists in all activities, programs, and provides facility support. This includes answering questions, enforcing accountability among sail/ paddle assistants, tours, and providing appropriate assistance to students, faculty, staff, guests, vendors, and community members.
20. Assists in daily communication between student assistants, and volunteers.
21. Under direct supervision assists with program strategic planning, implementation, and evaluation.
22. Under direct supervision assists with the development of training manuals for the center and staff.
23. Other duties may be assigned.

Level II Position Description:

Assist Coordinators in other areas, as requested (This includes: Facilities, Events, Challenges, Contests, etc.)

Minimum of One Year Experience- Jobs assigned to Class II work under general supervision. This means that definite work objectives are set for the employee but methods of performing the tasks are frequently left to the judgment of the employee with occasional instruction or advice provided by the supervisor. The frequency of review by the supervisor depends on the difficulty and complexity of the assignment or on the impact or result of the work performed. While the supervisor is again responsible for the general assignment of work, less control may be exercised over the flow for work and instructions given may be more general in nature. The employee is responsible for the results of the work. Jobs assigned to this level usually require some previous experience, education, or specialized skill.

Student's Name: _____ Signature: _____ Date: _____
 Supervisor's Name: _____ Signature: _____ Date: _____