



CITY OF CRETE AQUATICS TRAINEE

Job Status: Hourly, Seasonal

Reports to: Parks and Recreation Director

Supervisory Responsibilities: None

I. GENERAL FUNCTIONS

Aquatics staff are hired as trainees until they have completed required training activities and/or certification requirements for their position.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

Training will be scheduled **Monday, May 18 – Saturday May 23rd, 2026** at the Crete Library, Crete Carrier Community Room and Crete Wildwood Pool. Lifeguard/Swim Instructor training may be held at indoor facilities (e.g. Beatrice, Seward, Lincoln) for weather and/or pool access.

All New & Returning Aquatics Staff (9AM-11AM MONDAY-SATURDAY)

- City of Crete Part-Time/Temporary Employee Personnel & Policy
- American Red Cross CPR/AED for Professional Rescuers (CPRO) - Skills & Exam
- Wildwood Pool Facility Emergency Action Plan & Wildwood Pool Manual
- Pre-Opening Facility Inspection, Cleaning, Repairs, & Special Projects
- Pre-Employment Skill Assessment (e.g. Cashier, Lifeguard, Manager, or Coach skills)

New & Returning Lifeguards/Swim Instructors (12PM-6PM MONDAY-FRIDAY)

- American Red Cross Swimming Skills Evaluation (see redcross.org for details)
- [Lifeguarding \(Deep Water\) with First Aid/CPR](#) - Skills Course & Written Exam
- Physical Conditioning Training (basic swimming strokes, skill drills & endurance)
- Wildwood Pool Swim Instructor Training & Swim Test Training

New & Returning Managers, Coaches & Assistants (requires approval & scheduling)

- Pool Operator Certification ([online from DEE](#) or in Lincoln at [LLCHD](#) on **4/14 or 4/28**)
- Water Safety Instructor or Lifeguard Instructor Training
- Lifeguard Management/Swim Team Coach Training

Training may include additional duties as identified by the Parks and Recreation Director.

ALL TRAINEES MUST:

- Provide their preferred email, phone, and emergency contact before **May 1st, 2026**.
- Complete Red Cross account setup, no later than **10 days prior** to scheduled training.
- Provide written notice of conflicts, no later than **7 days prior** to scheduled training.
- Respond promptly to information sent by email, text or via a scheduling/message app.
- Monitor current weather and communication to confirm training times & locations.
- Bring required documentation, clothing, or rescue equipment to each training event.
- Arrange transportation, arriving on time and leaving facilities promptly after training.
- Fully participate in training & assessments that meet American Red Cross standards.
- Request at least **48 hours in advance** any accommodation needed for participation such as access to a computer/audiovisual technology, testing accommodations, etc.

III. KNOWLEDGE, SKILLS, ABILITIES

- Proficient in English.
- Ability to work effectively with people of all ages and backgrounds.
- Ability to stay attentive and alert during training activities.
- Ability to communicate effectively in group settings and during scenarios.
- Ability to perform and demonstrate the required skills and competencies of each training.
- Ability to work indoors and outdoors in varying weather conditions.
- American Red Cross requires professional responders to demonstrate CPR and lifeguard skills as they would be performed in their environment of care. Goggles may not be used during lifeguard swim evaluations or scenarios. If you use glasses, hearing aids, etc. or are recovering from an injury or illness, discuss accommodations with your instructor.

IV. DESIRABLE TRAINING & EXPERIENCE

Returning staff may be asked to assist and/or participate in skill demonstrations and training scenarios.

V. MINIMUM QUALIFICATIONS

Trainees are expected to complete prerequisite American Red Cross online training BEFORE attending in-person training. All lifeguards are responsible for performing and demonstrating basic swimming strokes & completing ongoing physical conditioning.

VI. WORKING CONDITIONS & PHYSICAL EFFORT

Light (Involves frequent lifting of more than 10 to 25 pounds. Work performed requires a good deal of walking or standing, and may include some sedentary work and working conditions that include moderate noise levels related to the use of office equipment or machinery. May involve exposure to varying outside temperatures.) to medium work classification (Involves frequent lifting 25 to 50 pounds at a time. A full range of medium work requires standing, walking, stooping, climbing, bending, etc. Working conditions may include exposure to extreme temperatures (> 100 F and/or < 50 F) and moderate to loud noises related to the operation of equipment or machinery.) for the majority of duties and responsibilities.

VII. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

If unable to complete all scheduled training activities during training week, contact the Parks and Recreation Director as soon as possible. Request approval for an alternative training plan by no later than **April 10, 2026**. The trainee will be fully responsible for all arrangements and costs needed to meet identified training requirements. To be eligible for reimbursement, training must be completed with prior approval and city supervision.

Staff must complete **all** training duties before being assigned to regular duties/open shifts.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment.

Employee Signature

Date

Supervisor Signature

Date

Job Status: Seasonal

Reports to: Parks and Recreation Director

**Supervisory
Responsibilities:** Lifeguards, Cashiers, Assistant Pool Manager

I. GENERAL FUNCTIONS

The Swimming Pool Manager is responsible for daily operations and staffing of the municipal swimming pool, ensuring a safe, enjoyable, and well-maintained facility. This position reports directly to the Parks and Recreation Director and requires a strong understanding of water safety, facility management, and customer service. Must communicate effectively with city staff, lifeguards/swim instructors, pool cashiers, swim coaches and families, cashiers and the public.

II. TYPICAL DUTIES & RESPONSIBILITIES

- Oversee and manage all aspects of daily pool operations, including open swim, swimming lessons, and pool parties.
- Ensuring adequate lifeguard coverage during all operating hours.
- Facilitate timekeeping and review timesheet errors.
- Implement staff schedules, lifeguard rotation schedule and daily assignments.
- Attend and facilitate employee attendance for all assigned shifts and trainings.
- Maintain accurate records of patron attendance, cash handling, and pool usage, adhering to city financial policies and Department of Health and Human Services regulations.
- Manage and maintain accurate chemical records and perform routine chemical maintenance, ensuring compliance with state and local regulations.
- Conduct regular inspections of pool facilities and equipment, ensuring they are in good working order and addressing any maintenance needs promptly.
- Manage facility opening and closing procedures, including equipment setup, storage, and general cleanliness. Task staff with daily facility setup and cleaning duties.
- All facility areas including maintenance areas and supply closets should be kept in a safe and orderly manner with regular communication to restock needed inventory.
- Coordinate and support the swim team for home swim meets in collaboration with parks and recreation staff.
- Assist parks and recreation director with recruiting, training, supervising, and evaluating pool staff, while providing clear expectations and constructive feedback.
- Work with the safety coordinator to develop and conduct regular in-service training for staff on water safety, emergency response, first aid, and operational procedures.
- Promptly implement the facility Emergency Action Plan and carry out assigned duties
- Coordinate with staff on rapid and appropriate emergency response, including water rescues, first aid, and CPR administration, until emergency medical services arrive.
- Foster a positive work environment, teamwork and excellent customer service.
- Ensure safety and well-being of patrons and staff by enforcing pool rules and regulations.

- Maintain accurate records of incidents and accidents, and communicate essential information to the Parks and Recreation Director and Safety Coordinator.
- Make announcements regarding weather closures and other pertinent information.
- Identify and report unsafe environmental, equipment and structural conditions.
- Provide excellent customer service, addressing patron inquiries and concerns promptly and professionally.
- Build positive relationships with swimmers, parents, volunteers, and staff.
- Manage swim instructors during swim lessons. When necessary, instruct swimming lessons for participants of all ages.
- Effectively communicate with parks and recreation director, city staff, and the public.
- Maintain a professional appearance and demeanor, adhering to uniform requirements.
- May be scheduled between 8am-10pm, some weekend/holiday hours (Memorial Day).
- May be assigned lifeguard instructor or water safety instructor duties where qualified.
- Additional duties assigned by parks and recreation director and/or city administrator.

III. ESSENTIAL FUNCTIONS (include but are not limited to)

- Maintain composure while working in a fast-paced environment which may include upset, agitated or injured persons, and individuals of various ages and abilities.
- Must be able to administer and document first aid provided to patrons and/or staff
- Must be able to facilitate periodic in-service training for staff in areas including but not limited to water safety, emergency response, rescues, first aid, and general operation procedures. Lifeguard certification is encouraged and may be required.
- Must assist with ongoing supervision, evaluation, direction, and discipline for staff.
- Promptly identify, address, and report environmental, equipment or facility hazards.
- Promptly identify and respond to various alarm and equipment status signals.
- Safely perform duties on wet or dry surfaces, in varying temperatures and weather conditions, including extended exposure to sunlight and treated water.
- Conduct thorough inspections of equipment and facilities in confined spaces and challenging environments, including climbing, crawling, and kneeling.
- Must be able to minimize risk while working indoors and outdoors under a variety of weather conditions including extreme temperature and/or humidity.
- Must be able to minimize risk while working in the presence of hazardous equipment and chemicals, airborne particles, or loud noise.
- Safely utilize auxiliary lighting, tools, and test equipment.
- Conducting accurate water chemistry analysis and maintain required records in accordance with regulations set by the State of Nebraska and local policy.
- Perform equipment maintenance and repairs when needed and as directed.
- Use protective clothing and equipment as required by federal, state, or city regulations, or as required by insurance carriers for the City of Crete.

IV. DESIRED KNOWLEDGE, SKILLS, ABILITIES

- Thorough knowledge of swimming pool facility management & best practices.
- Knowledge of general pool maintenance practices and pool operations.
- Knowledge of cash handling and financial transactions as related to pool operations.
- Ability to provide leadership and guidance to all pool employees
- Ability to develop and implement successful programs.
- Has experience with children and educational programs
- Ability to work and communicate effectively with people of all ages and backgrounds.

- Responsible, professional, honest, dependable, safety-conscious, effective communicator.

V. MINIMUM QUALIFICATIONS

- Must possess and maintain a valid Driver’s License
- Proficient in English.
- Must be at least 18 years of age
- Must be legally authorized to work in the U.S.
- Must pass criminal background check
- Must have or be able to obtain a Pool Operator’s Certificate
- Must have or be able to obtain CPR for Professional Rescuers Certification

VI. DESIRED TRAINING & EXPERIENCE

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to job applicants documenting successful experience in like and similar positions, including facility operations, customer service, and supervisory roles.

VII. WORKING CONDITIONS & PHYSICAL EFFORT

Involves frequent (defined as one to two thirds of the time) lifting 25 to 50 pounds at a time. A full range of medium work requires standing, walking, stooping, climbing, bending, etc. Working conditions may include exposure to extreme temperatures (> 100 F and/or < 50 F) and moderate to loud noises related the operation of equipment or machinery.

VIII. OTHER

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Employee Acknowledgement of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City’s Personnel Manual is a contract for employment. By signing below, I have read and understand the essential functions for the position of Swimming Pool Manager, and can perform the essential functions with or without accommodation.

Employee Signature

Date

Supervisor Signature

Date