



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



CITY OF CRETE SWIM TEAM COACH

Job Status: Hourly, Seasonal

Reports to: Parks and Recreation Director

**Supervisory
Responsibilities:** Assistant Coach

I. GENERAL FUNCTIONS

City of Crete is a well-established team with a strong connection to the families in Crete and surrounding neighborhoods. The team fosters a competitive environment which encourages families to commit to the season competitively while fostering a fun summer experience. Must be energetic, experienced, reliable Head Coach to lead its summer swim team. Reports to the Parks and Recreation Director.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

- Plan and lead daily swim practices, run pre-season parent meetings, swim testing, coaching staff training, and communication with swim team parents.
- Be proficient in teaching various swimming techniques e.g.: strokes, flips, kicks, body rolls, floating, breath control and water safety skills.
- Foster team spirit while developing individual swimmers in a competitive league.
- Analyze swim technique to determine skill level and monitor progress, and set daily and ongoing training goals and objectives for individual swimmers & team.
- Attend **all** scheduled practices, league-sponsored meets and required swim league meetings. Weeknight practices typically 7:00 – 9:00 pm. Meets held Saturdays, typically 6:00 am – 3 :00 pm. Travel required. Season: late May-early July.
- Lead the swim team in all league-sponsored meets, which typically includes one (1) home swim meet to be held in Crete.
- Assign and enter individual swimmers and relay teams into appropriate events at swim meets. Manage the team roster and notify swimmers and parents of which events they will be competing in at each meet.
- Effectively use the Swim Meet software to manage meet entries.
- Represent the City of Crete in a positive manner with all interactions with other swim teams, families, and communities.
- Oversee and direct assistant coach(es) and communicate with meet volunteers under supervision of Parks and Recreation Director.

- Assist Parks and Recreation in lifeguard conditioning and swim technique.
- Participate in pool outreach and water safety education under supervision of facility water safety instructor, by offering activities to improve water confidence.
- Ensure pool & training areas are clean, well-maintained, and free of hazards and assist in facility supervision (do not act as lifeguard while coaching).
- Properly store equipment and ensure the general cleanliness of the pool areas that were used after practices and/or home swim meets.
- Work cooperatively and communicate effectively with city personnel, swimming pool staff, volunteers, team members and their families.
- Be familiar with pool policies and prepared to explain procedures to patrons and answer questions.
- May participate in lifeguard and/or water safety instruction where qualified.
- Other duties as assigned.

III. KNOWLEDGE, SKILLS, ABILITIES

- Ability to work effectively with people of all ages and backgrounds.
- Proficient in English.
- Must be at least 18 years of age.
- Possess or obtain annual CPR Pro and First Aid certification.
- Pool Operator certification may be required.
- Ability to interact with the public in a professional and courteous manner.
- Ability to teach, communicate, and motivate youth athletes.
- Should be empathetic, patient and supportive of swimmers of varying abilities.
- General knowledgeable of the pools programs, hours of operation, admission fees, and rules and policies.

IV. DESIRABLE 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 applicants documenting success in positions or with coaching, teaching and leadership experience. Exceptional coaches place performance over results and motivate and inspire effort.

V. MINIMUM QUALIFICATIONS

- Minimum 1-year competitive swim coach/assistant coach experience
- High school graduate required, current college student or college graduate preferred.
- Must have a valid driver's license and pass drug and background tests.
- Strong organization and management skills.
- Strong communication and interpersonal skills.

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