



## CITY OF CRETE AQUATICS TRAINEE

**Job Status:** Hourly, Seasonal

**Reports to:** Parks and Recreation Director

**Supervisory Responsibilities:** None

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### 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](http://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 1<sup>st</sup>, 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 POOL CASHIER**

**Job Status:** Hourly, Seasonal

**Reports to:** Pool Manager(s)/Parks and Recreation Director

**Supervisory  
Responsibilities:** None

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### **I. GENERAL FUNCTIONS**

Responsible for patron admissions and concessions. Check-in patrons and collect fees. Document attendance and record daily financial records relating to pool entry and concession sales. Report to the Pool Manager(s).

### **II. ESSENTIAL DUTIES & RESPONSIBILITIES**

- Collect admission fees from patrons and make proper change using cash handling procedures and transaction computer records.
- Maintain an accurate till and complete the Daily Cashier Report.
- Ensure that all persons entering the pool sign-in and review applicable waivers on file.
- Keep accurate records of the daily and weekly pool attendance.
- Assist the lifeguards and other staff in various cleaning duties including office areas, public restrooms, pool deck, and exterior areas.
- Properly store equipment and ensure the general cleanliness throughout scheduled hours.
- Be an active participant in all working responsibilities.
- Work cooperatively with all city personnel, swimming pool staff, and patrons.
- Answer patron questions and explain the pools policies and procedures in person or by phone in a professional manner.
- Assist in general pool supervision (not as a lifeguard).
- Promptly implement the facility Emergency Action Plan and carry out assigned duties
- Coordinate with staff on rapid and appropriate emergency response, including first aid, and/or CPR administration, until emergency medical services arrive.
- Provide excellent customer service, addressing patron inquiries and concerns promptly and professionally.

- Build positive relationships with swimmers, parents, volunteers, and staff.
- Present clean, professional appearance.
- Direct relevant questions to appropriate managers.
- Follow and enforce all safety rules and policies.
- Additional duties assigned by parks and recreation director and/or pool manager(s).

### **III. KNOWLEDGE, SKILLS, ABILITIES**

- Proficient in English.
- Ability to work effectively with people of all ages and backgrounds.
- Ability to stay attentive and alert while on duty.
- Ability to communicate effectively in diverse situations.
- Ability to manage multiple demands while meeting assigned responsibilities.
- Ability to react effectively when in a dynamic and potentially distracting environment.
- Ability to work indoors and outdoors varying weather conditions.

### **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 successful experience in similar positions or with customer service experience.

### **V. MINIMUM QUALIFICATIONS**

- Possess or obtain CPR & Basic First Aid certification
- Cash handling experience preferred.
- Must be at least 15 years of age.

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Employee Signature

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Date

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Supervisor Signature

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Date