



## 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 LIFEGUARD**

**Job Status:** Hourly, Seasonal

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

**Supervisory  
Responsibilities:** None

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### **I. GENERAL FUNCTIONS**

Ensure the safety and well-being of all swimming pool patrons and aid in the effective overall operation of the city swimming pool. Report to the pool manager and assistant pool manager(s). Hourly, seasonal position.

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

- Follow and enforce all safety rules and policies.
- During guard duty rotation continuously watch patron activity and respond effectively when needed. Enforce swimming pool rules and regulations as necessary.
- Respond to all emergency situations effectively and document all incidents under direction of pool manager and parks and recreation staff.
- Respond with courtesy and in a timely manner to the needs of patrons. Provide quality customer service to all pool patrons.
- Serve as a swimming lessons instructor when assigned.
- Actively participate with the swim team operations as needed and/or assigned (coaching, working during home meets).
- Work pool parties when assigned.
- Actively participate in general maintenance, cleaning and closing responsibilities as needed. Properly store equipment, visually inspect facilities and grounds for trash to be picked up and disposed of, spray floors with disinfectant before swimming lessons and at closing, clean bathroom toilets and floors.
- Follow the directives of other assignments from the Pool Manager and Assistant Pool Manager(s).
- Must be able to minimize risk while working indoors and outdoors under a variety of weather conditions including extreme temperature and/or humidity.
- Maintain mental and visual concentration for extended periods of time.
- Accurately identify the swimming ability of patrons and measure the need for emergency response or emergency assistance. Identify and respond to unsafe behavior, equipment or environmental situations.
- Effectively prioritize the necessary response(s) during an emergency situation.
- 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.
- Maintain composure while working in a fast-paced environment which may include upset, agitated or injured persons, and individuals of various ages and abilities.
- Provide guidance and discipline to patrons according to city policies and procedures.
- 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.
- When scheduled, instruct swimming lessons for participants of all ages.
- Utilize protective clothing, equipment and procedures as required by Federal, State or City regulations, or as required by insurance carriers for the City of Crete, or at the direction of a supervisor.
- 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 pool manager(s).

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

- Must be able to maintain proficiency in swimming and rescue skills.
- 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 concentrate and react effectively when in a dynamic and potentially distracting environment.
- Ability to climb up to lifeguard chairs.
- Ability to work in 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 job applicants documenting successful experience in like or similar positions.

### **V. MINIMUM QUALIFICATIONS**

- Possess or be able to obtain a valid Lifeguard certification with CPR/First Aid
- Must possess and maintain a valid Nebraska driver's license.
- Proficient in English.
- Must be at least 16 years of age
- Must be legally authorized to work in the U.S.
- Must pass criminal background check.

### **VI. WORKING CONDITIONS & PHYSICAL EFFORT**

Medium Work Classification (Involves frequent lifting 25 to 50 pounds at a time. 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.) for the majority of duties and responsibilities and Heavy Work Classification (Requires frequent lifting of greater than 50 pounds. A full range of heavy work requires standing, walking, stooping, climbing, bending, etc., Working conditions include more frequent exposure to extreme temperatures (> 100 F and/or < 50 F)) for some of the duties and responsibilities involved in the operation of the city swimming pool. This position is also subject to varying weather conditions including but not limited to: rain, high temperatures, and sun exposure for long periods of time.

**VII. OTHER**

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Employee Signature

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Supervisor Signature

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