



2307 Barada St. Falls City, NE 68355 / (402) 245-2851

## **Assistant Manager – Aquatic Center**

Wage Range: \$20.25 - \$22 hourly (2026 season)

### **Position Summary**

Under the supervision of the Parks & Recreation Director. Provides support in all phases of the Falls City Aquatic Center operations. Responsible for the supervision of staff and operating procedures for Lifeguards and Support Staff in aquatics, admissions and concessions.

### **Responsibilities**

- Display honest, trustworthy, and ethical behavior when dealing with customers.
- Establish and maintain cooperative working relationships with customers and staff.
- Regular attendance that is punctual and dependable is required.
- Maintain order in pools by preventing accidents through enforcement of policies, rules, regulations, and ordinances governing the conduct of patrons.
- Establish work schedules for 20-25 lifeguards, 15-20 support staff members, staff training, limited pool maintenance and water chemistry; working with employees to correct deficiencies.
- Ensure that all accidents are properly taken care of and reported.
- Coordinate staff in carrying out the City of Falls City's Swim Lesson Program.
- Follow the standards set down by the City of Falls City, American Red Cross and other governing aquatic agencies.
- Exercise good public relations, provide information to the general public concerning programs and schedules, and as otherwise required.
- Enforce policies, procedures, and rules governing the conduct of patrons using the pool.
- Prepare records, accident reports, incident reports, and other administrative paperwork. Complete first aid forms and make notes of water rescues performed during shift
- Assist with required maintenance to ensure a safe instructional environment. (i.e. Pool Tests, Pool Fouling procedures, and ensure all equipment is properly stored at completion of each program)
- Report known or potential hazards, maintenance concerns, and unsafe conditions immediately to the Parks and Recreation Director.
- Ensure that the lifesaving equipment is maintained, and available in proper order to implement trained rescue procedures.
- Perform other assigned duties, which are directly related to responsibilities of the job.
- Maintain a professional appearance.

- Keep management well informed of pool maintenance needs and any significant problems.
- Stay current in all required safety certifications.
- Ensure work areas are clean, secure, and well maintained.
- Complete special projects as assigned.

### **Required Skills & Qualifications**

#### Knowledge of:

- Significant knowledge and understanding of pool operations.
- Rules and regulations of pool safety and pool management operations.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, grammar and punctuation.
- Modern office practices, procedures and equipment.

#### Ability to:

- Learn, interpret and apply Federal, State, local and department policies, procedures, laws and regulations.
- Maintain confidential data and information for executive staff.
- Operate a variety of modern office equipment including a computer.
- Communicate clearly and concisely, both orally and in writing.

### **Education and Experience**

Education and training equivalent to high school diploma, preferably 2-4 years college experience. Must be 18 years of age.

### **License or Certification**

- Employee must possess a valid driver's license.
- Possession of, or ability to obtain, a Nebraska Certified Pool Operator Certificate.
- Possession of, or ability to obtain, certification from the American Red Cross in CPR/AED for Professional Rescuers and First Aid

### **Working Hours**

Hours will vary Monday through Sunday 9am-10pm depending on department needs but will include working days, evenings, weekends, and holidays. The duration of this position is Memorial weekend through the end of summer.

### **Salary**

Position will start at the entry level of the City's salary table. Consideration may be given if experience exceeds entry level qualifications.

### **Other**

Candidates are subject to a background check and drug screen. The City of Falls City provides free training/certification in CPR/AED for Professional Rescuers and First Aid. Assistant managers are required to obtain and pay for their own Pool Operator's License.