



CITY OF GERING

SEASONAL

Job Posting

Job Title: Assistant Pool Manager

Department: Pool

Starting Pay: \$16.00/hour

Position Duration: Mid-May – August

Application Deadline: Open Until Filled

Job Description: Attached

An Equal Opportunity Employer, Only U.S. citizens and aliens authorized to work in the United States will be hired and all employees are required to complete a verification form.

Join the City of Gering's Pool as an Assistant Pool Manager, where you'll play a key role in ensuring a safe, enjoyable, and well-managed aquatic facility. We are seeking responsible and motivated individuals to assist in supervising staff, enforcing pool rules, maintaining safety standards, and overseeing daily operations. This position provides an opportunity to develop leadership skills while creating a positive and welcoming environment for all visitors.

To Apply: please submit your application and cover letter via email or in person.

Applications can be found at <https://www.gering.org/careers>

City of Gering
Shannon Goss
1025 P Street/PO Box 687
Gering, NE 69341
Phone: 308-436-6848
sgoss@gering.org



Seasonal Application Instructions

Please read and understand these statements before signing your job application.

1. **Complete Application:** You must complete the job application in its entirety. References to "see resume" are not sufficient, please do not leave any area blank, use N/A if not applicable. The application will be used for the initial review to select applicants for interviews.
2. **Truthful Information:** The information provided in this job application must be true. False or misrepresented information will result in the rejection of your application or termination of employment if discovered after hiring.
3. **Authorization to Verify Information:** By signing this application, you authorize the City of Gering to obtain information from previous employers, educational institutions, and other parties to verify the accuracy of the information provided.
4. **Waiver of Claims:** You waive all rights and claims against the City of Gering for seeking and using this information to evaluate your application.
5. **Position-Specific Application:** This application is only for the position you are currently applying for. If you wish to apply for another position, even if it is the same classification, you must complete and submit a new application.



CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name

First Name

Middle

Date

Street Address (physical & mailing address)

Contact Number

City

State

Zip Code

Email Address

Have you ever applied for employment with us?

___ Yes ___ No

If yes, dates: _____

Date available to begin work: _____

Position desired: _____

Pay expected: _____

What hours are you available?

___ Full Time

___ Part-Time

___ Seasonal

___ Overtime (if requested)

Are you legally eligible for employment in the United States? ___ Yes ___ No

Are you over the age of 18? Yes No

Membership in professional and civic organization (Exclude those that may disclose your race, color, religion, age or National origin.)

Other special training or skills (languages, machine operation, etc.), special accomplishment or awards.

Reason for leaving

Company Name

Address

Supervisor's Name

Job Title

Describe your work

Reason for leaving

Telephone

Starting Pay

Ending Pay

Employment Dates:

From:

To:

Company Name

Address

Supervisor's Name

Job Title

Describe your work

Reason for leaving

Telephone

Starting Pay

Ending Pay

Employment Dates:

From:

To:

We may contact the employers listed above unless you indicate those you do not want us to contact.

PLEASE READ AND UNDERSTAND THIS STATEMENT BEFORE SIGNING YOUR APPLICATION:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may

terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

Signature

Date

PLEASE RETURN TO CITY OF GERING ADMINISTRATION OFFICES:

1025 P Street
Gering, NE 69341

Phone: 308-436-6848

Fax: 308-436-6899

or email to sgoss@gering.org



JOB DESCRIPTION

Title: Assistant Pool Manager

Type: ☐ Full Time ☐ Part Time ☒ Seasonal

Department: Pool

Reports to: Pool Manager

FLSA: ☐ Exempt ☐ Salary

Pay Grade: Seasonal 5

☒ Non-Exempt ☒ Hourly

Date Adopted:

Previous Revision Date: March 2024

Union: ☐ Yes ☒ No

Last Revision Date: March 2025

Safety Sensitive: ☒ Yes ☐ No

Job Summary:

This is seasonal supervisory work responsible for the functions and operations of the City swimming pool. The Assistant Pool Manager assists in training and supervising staff, enforcing pool rules, maintaining safety standards, and ensuring the smooth operation of the aquatic facility.

Essential Functions:

- Assist with training, supervising, and evaluating lifeguards and swim instructors.
 - Monitor activities, provide instructions, and prevent accidents at the facility.
 - Respond appropriately to swimmers in distress and all illness/injury incidents, administering Lifeguarding skills, First Aid, and CPR as needed.
 - Assist with record keeping, including attendance, accident reports, chlorine readings, and schedules.
 - Handle routine disciplinary issues and escalate concerns to the Pool Manager when necessary.
 - Maintain a clean, safe, and orderly facility, including pump room procedures, chemical readings, and filtration.
 - Regularly inspect the facility and report any unsafe conditions to the Pool Manager or Parks Supervisor.
 - Assist with planning, attending, and participating in all mandatory staff meetings and trainings.
 - Promote aquatic programs and maintain open communication with patrons, parents, and staff.
 - Oversee pool cleanliness and maintenance, including routine cleaning and minor repairs.
 - Operate and maintain the concession stand if applicable.
 - Enforce all pool facility rules, policies, and procedures.
 - Supervise swim instructors during lessons and provide instruction when necessary.
 - Maintain a professional appearance and demeanor, including adhering to uniform requirements.
 - Assume full management responsibilities of the pool in the absence of the Pool Manager.
 - Assist with seasonal and daily opening/closing of the swimming pool.
 - Perform additional duties as assigned by supervisors.
 - Perform lifeguard duties as assigned.
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Qualifications:

1. Education and Experience:

- One season of experience in a supervisory capacity in the operation of a public or private swimming

2. Necessary Knowledge and Skills:

- Ability to react calmly and effectively in emergency situations.
- Excellent communication skills, both verbal and written.
- Ability to work independently and as part of a team.
- Strong decision-making and problem-solving skills.
- Knowledge of customer service standards and cash handling procedures.
- Maintain personal physical endurance and agility necessary to perform job functions.

3. Special Requirements:

- Must possess valid First Aid/CPR/AED certification.
- Must complete a Water Safety Instruction course.
- Must hold a valid Red Cross Lifeguarding Certificate.
- Ability to pass all prescribed City testing requirements.
- Minimum age requirement of 19.
- Valid NE Driver's License

Tools & Equipment Used:

- Personal computer, including word processing software.
- iPad, calculator, cash register, copy machine, phone, and radio.
- Automobile for work-related duties.

Physical Demands:

The physical demands outlined here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Manual dexterity required for operating various equipment.
- Regularly required to swim, walk, sit, reach, talk, and hear.
- Occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl.
- Occasionally lift and/or move up to 100 pounds.
- Vision abilities: Close, distant, color, peripheral, depth, and ability to adjust focus.

Work Environment:

- Work is primarily performed outdoors in an aquatic facility setting.
- Exposure to varying weather conditions, including heat, humidity, and sunlight.
- Occasional exposure to pool chemicals and cleaning agents.
- Noise levels may be moderate to loud.

Supervisory Responsibility: Supervises lifeguards and cashiers in the absence of the Pool Manager.

Disclaimer: This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved:

Pat Heath

City Administrator

03/10/2025

Date