

City of Sumter



VACANT POSITION Complex Coordinator Tennis Center

Salary Based on Experience and Qualifications

Job Purpose: Under limited supervision, performs highly responsible and varied supervisory, administrative, financial and public relation functions within the Palmetto Tennis Center. Records, prepares, reviews, forwards and/or files various department reports, tracks and records such as program activities, billing invoices and telephone messages; coordinates, maintains and schedules programs and/or lessons for players; reviews, organizes files and prepares reports of pro shop inventory. Assists with events, part-time staff, and the public and other related tennis center duties.

Minimum Qualifications: Associate Degree, managerial and administrative experience; or any equivalent combination of education, training and experience. Event Planning and/or Customer service experience a plus. Must be customer service orientated and possess the ability to work flexible hours, with children and in a fast pace/multifaceted environment. Must have excellent written and verbal communication skills to include social media; along with excellent computer and typing skills to include word, excel, power point, layout and design experience. Will be required to provide samples or demonstration in final interview selections.

Deadline to Apply: **Open until filled**

**Mail resume with cover letter and application from www.sumtersc.gov
to:**

City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150