

City of Sumter



JOB ANNOUNCEMENT

Lead Swim Instructor Aquatics Center

Job Purpose: Under limited supervision, performs highly responsible and varied administrative, financial, supervisory, swim team coaching, and public relation functions within the Aquatics Center. Conduct, initiate, and coordinate center and community swim events, Record, prepare, schedule, departmental activities such as programs at the center and at the elementary schools, festivals and events as needed. Teach swim lessons, and other swim activities. Cleans and services the pool and pool decks to ensure health and safety standards are maintained. Must have excellent ability and desire to effectively work with the public. Responsible for, telephone, cashier and customer assistance. Position will include some lifting, cleaning and other related duties. Must be willing to work nights and weekends.

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 with children, flexible hours, 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. Red Cross Lifeguard and Water Safety Instructor Certification are mandatory regulations.

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