



CITY OF *Sumter*
SOUTH CAROLINA

VACANT POSITION
Aquatics Programming Coordinator
Aquatics Center

Job Purpose: To assist with planning, initiating, organizing, and scheduling diversified swim programs & events. Assists Director with managing and supervising water safety instructors, lifeguards, and other staff members in a team environment. Records, prepares, reviews and/or files various reports and records such as chemical adjustments, staff attendance, telephone messages; arranges and maintains swim events and schedules; manages, maintains, and tracks inventory for Swim Shop & Concessions; reviews and maintains staff certifications. Assists as needed with cleaning and servicing the pool and pool decks to ensure health and safety standards are maintained. Assists the public and staff as directed and serves as lifeguard or water safety instructor when needed. Position will include some lifting, cleaning and other related duties. Must be willing to work flexible hours.

Minimum Qualifications: Associates Degree and two to five years experience in aquatics related field preferred; or any equivalent combination of education, training and experience. Must be Red Cross Lifeguard and Water Safety Instructor Certified. Applicant must be customer service oriented with experience in conflict resolution and problem solving, and possess the ability to work in a fast-paced environment. Excellent planning, organizational, written and verbal communication skills are essential as well as a proficiency in computer skills; the desire to work with children, the general public and in a team environment is a must.

Deadline to Apply: **Open until filled**
Apply online at www.sumtersc.gov or
mail resume with cover letter along with application to:
City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150

The City of Sumter is an Equal Opportunity Employer. This Notice is not intended to be an all-inclusive list of duties, knowledge, skills and abilities required to do the job. This is intended only to describe the general nature of the job. A more comprehensive list of duties, responsibilities and essential job functions is available on the job description.