

City of Sumter



JOB ANNOUNCEMENT

Activities Swim Coach Aquatics Center

Job Purpose: Under limited supervision, performs responsible and varied administrative, financial, supervisory, summer swim camp, activity coordination and team communication within the Aquatics Center organization. Conduct, initiate, and coordinate the aquatics summer swim camp, record, prepare, provide scheduling, and activities. Teach swim lessons, and other swim activities beyond swim camp hours. 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 when applicable. Position will include some lifting, cleaning and other related duties. Must be willing to work mornings, 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