



CITY OF *Sumter*  
SOUTH CAROLINA

**VACANT POSITION**

Seasonal Activity Swim Coach  
Aquatics Center

**Job Purpose:** To assist with supervision, planning, training, organizing, scheduling, and monitoring swim team activities and meets to ensure the safety of swimmers, teach swim lessons, and other swim activities.

- Leads and supervises swimming lessons, practices, and recreational swim activities for different age groups and skill levels, from beginners to advanced swimmers.
- Plans and implements age-appropriate swim drills, techniques, and activities to enhance swimmers' skills, fitness, and confidence.
- Collaborates with Aquatics Manager and leadership to maintain program quality and efficiency.
- Assists in organizing and running swim meets, competitions, or other special events when needed.
- Adheres and ensures safety protocols are followed, including supervising swimmers at all times and maintaining a safe and clean aquatic environment.
- Provides constructive feedback and encouragement to participants to improve performance and build confidence in the water.
- Develops and maintains positive relationships with participants, parents, and staff to create a supportive and engaging atmosphere.
- Maintains accurate records of attendance, progress, and any issues or concerns that arise.
- Enforces pool policies, rules, and regulations in a kind and courteous manner.
- Assists with conducting lifeguard training courses: CPRO/AED, Standard First Aid training and blood borne pathogens certifications.
- Assists with community swimming outreach activities and events.
- Conducts or officiates at swim meets as needed.
- Completes daily reports for admission, concessions, and inventory as needed.
- Cleans and services the pool and pool decks daily to ensure health and safety standards are maintained.
- Inspects pool and equipment for maintenance problems, operates the filtering system to ensure pool meets DHEC requirements.
- Assists with checking-in and operating POS – admissions, parties, and events.
- Maintains updated safety requirements.
- Performs work safely in accordance with departmental safety procedures and practices behavior that ensures the safety of fellow employees and guests.
- Works a variety of shifts, as needed to include days, nights, weekends and/or holidays.
- Performs exceptional service to internal and external customers.

**Minimum Qualifications:**

- Must be 18 years old or older.
- Must have 1+ years of swim coaching, teaching, and administrative experience.
- Must be Red Cross Lifeguard and Water Safety Instructor certified.
- Must be CPR/AED certified.
- Training in blood borne pathogens and standard first aid.
- Ability to stand, walk, or swim for extended periods .
- Ability to lift and carry equipment (up to 50 pounds) and assist swimmers in the water when necessary.
- Good judgement and a commitment to safety.
- Must be customer service orientated and have the ability to work and interact with people from diverse backgrounds.
- Good written and verbal communication skills.
- Valid South Carolina driver's license or ID.

Deadline to Apply: **Open until filled**

Apply online at [www.sumtersc.gov](http://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 and participates in E-Verify. E-Verify allows participating employers to verify the employment eligibility of their newly hired employees and the validity of their Social Security Numbers. E-Verify is operated by the Department of Homeland Security in partnership with the Social Security Administration.

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.