

Position Available
(Activities Program Coordinator)

Colleton County is accepting applications for Activities Program Coordinator at the Colleton County Recreation Center. The successful candidate will be responsible for monitoring, scheduling and coordinating facility room rentals at the Recreation Department.

Duties include insuring proper facility set-up to accommodate each scheduled activity. Will be responsible for accepting memberships for the weight room as well as registrations for all sports activities to include inspection of all proper documentation and receipt of activity fees. Will assist with keeping the Recreation Center clean which includes lobby, rooms, restrooms, locker rooms and weight room. This position is an afternoon/evening position, Tuesday-Friday 1pm-9pm, Saturday 8am-4pm.

This position requires a high school diploma or equivalent with experience in planning, supervising and implementing a program or project or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities. Must have strong organizational skills, be a self-starter and people-oriented. Experience with community/recreation programs a plus.

Submit applications at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488 or email resume to jobs@colletoncounty.org. The position will remain open until filled. Only qualified candidates will be contacted for an interview. Colleton County Government is an Equal Opportunity Employer.

GRADE: 5
MINIMUM HOURLY RATE OF PAY: \$10.73
FULL-TIME
SC STATE RETIREMENT & INSURANCE