

Sumter County Office of Human Resources



Tiffany W. Jefferson
Human Resources Assistant
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Sumter County
Administration Building
13 East Canal Street
Sumter, SC 29150

**Sumter County is Presently Seeking
Part-time Summer Site Directors, Leaders and Assistants
For the Summer Program (Recreation Department)
Salary \$7.25/hour, 20-30 hours/week**

Examples of Work Performed: Assists in planning, developing and implementing programs as well as activities for youth. Provides assistance to site directors such as coordinating and directing activities. Prepares required documents and maintains records for programs. Adheres to policies, procedures and regulations of the programs. Conducts facility management such as general cleaning, opening and closing site and performing routine checks. Performs other duties as assigned.

Applicant will be required to work four to six weeks. Applicant must possess a High School Diploma or equivalent there to by June 9, 2018.

Interested and Qualified Applicants are to:

Visit our website at www.sumtercountysc.org for a pre-employment application and Authorization Form.
Please submit completed application and Authorization Form via

FAX: (803) 774-2827

Or

Email: tjefferson@sumtercountysc.org

Closing Date: May 4, 2018

**EEO/AA
DRUGS DON'T WORK**