

NEW BEAUFORT COUNTY GOVERNMENT EMPLOYMENT OPPORTUNITIES:

To apply, go to www.bcgov.net or the Employee Services Division office (100 Ribaut Rd., Room 100, Beaufort, SC) for the required Beaufort County application and instructions.

All applicants tentatively selected for a position with Beaufort County Council will be required to submit to urinalysis to screen for the illegal use of drugs and to a background check prior to appointment. Employment is contingent upon clearing both the drug screening and background investigation.

ANIMAL CARE TECHNICIAN: Cares for animals in the Beaufort County Animal Shelter. Cleans & maintains pens, cages and other shelter equipment. Provides information to the public regarding shelter operation, animal control services and adoptions.

MINIMUM REQUIREMENTS:

- High school graduate or GED
- Must obtain South Carolina euthanasia certification within 90 days of hire.
- Must be able to perform physically demanding tasks including the ability to lift 50 pounds or more, and learn to handle dogs, cats and other animals.
- Must possess and maintain a valid driver's license
- Must be able to work a flexible schedule to include Sundays and holidays.
- Basic communication, comprehension and math skills required.

OPEN UNTIL 1/20/12.

SALARY: \$12.83 hr.

DROP-OFF CENTER ATTENDANT - (St Helena or Bluffton* /Part Time): Will monitor the disposal of solid waste materials at the St Helena Island or Pritchardville/Bluffton drop of center.

MINIMUM REQUIREMENTS:

- Tenth grade education
- Some record keeping experience
- Able to work outside in all weather conditions
- Available for weekends and holidays

- Provide own transportation
- Basic communication, comprehension and math skills required.

OPEN UNTIL 1/20/12.

SALARY: \$8.65 hr.

* Beaufort County has various facilities within the county, and many departments have multiple offices to serve our citizens. Management reserves the right to transfer employees from one location to another within the county at any time based on business need. Employees will be given as much notice as possible prior to a change in work location.

JUDICIAL TECHNICIAN (Bluffton**Magistrate’s Office*): Performs clerical and customer service functions associated with court operations and/or legal office operations, including typing various documents and reports, assisting the public, and entering information into computer systems.

MINIMUM REQUIREMENTS:

- High school diploma or equivalent; Associate’s Degree preferred
- Three years of clerical experience, legal background preferred
- Must have excellent customer service skills
- Strong data entry skills
- Attention to detail and accuracy are essential
- Discretion and professional demeanor are essential

OPEN UNTIL 1/20/12

SALARY: \$12.13 hr.

* This position serves at the pleasure of an elected / appointed official.

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LIFE GUARDS (Part Time): Under direct supervision, responsible for public safety in all areas of pool operation and assisting in teaching swimming lessons for Beaufort County Parks & Leisure Services*.

MINIMUM REQUIREMENTS:

- Must be at least 16 years old
- Life guard training: must possess and maintain valid Certified Lifeguard, First Aid and CPR for the Professional Rescuer certifications from the American Red Cross
- Copies of the above certifications MUST BE SUBMITTED WITH APPLICATION. Applications without them will not be considered.
- Six months life guarding experience preferred
- Basic communication, comprehension and math skills required

OPEN UNTIL 1/20/12.

SALARY: \$12.13 hr.

WATER SAFETY INSTRUCTOR: Under general supervision, works in specialized area of recreation. Instructs any level of class needed in aquatics specialty. Prepares course objectives, plans lessons, selects appropriate drills, and evaluates students and course for the Beaufort County Parks and Leisure Services*.

MINIMUM REQUIREMENTS:

- High School or GED
- One (1) year experience in aquatics (swimming instruction, water safety instruction, life guarding, first aid, CPR)
- Must possess and maintain valid Water Safety Instructor (WSI), Certified Lifeguard, First Aid and CPR for the Professional Rescuer certifications from the American Red Cross.
- Copies of the above certifications MUST BE SUBMITTED WITH APPLICATION. Applications without them will not be considered.
- Basic communication, comprehension and math skills required.

OPEN UNTIL 1/20/12.

SALARY: \$14.22 hr.

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POSITION TITLE: Summer Camp Assistant

AGENCY: YMCA of Beaufort County

STATUS: Volunteer/Intern

JOB SUMMARY:

Provides direct supervision of a group of children in a seasonal day camp. Provides a quality experience to children and parents focused on YMCA core values: honesty, respect, responsibility, and caring. Intern will also provide administrative and other support to childcare department.

ESSENTIAL FUNCTIONS:

- ☐ Implements curriculum within the established guidelines.
- ☐ Designs and implements daily lesson/activity plans.
- ☐ Supervises the children, classroom, and all activities.
- ☐ Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA core values.
- ☐ Adheres to program standards including safety and cleanliness standards.
- ☐ Attends staff meetings and trainings.
- ☐ Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
- ☐ Maintains positive relations with parents and other staff.
- ☐ Clerical duties such as filing, record keeping and data entry
- ☐ May include other functions as assigned.

YMCA Competencies (Team Leader):

- ☐ **Mission Advancement:** Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.
- ☐ **Collaboration:** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when

negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

☐ Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

QUALIFICATIONS:

Must be a student or one year or more college education in the education or related field.

Previous experience working with children preferably in a day camp or sports environment. Experience preferred in one or more of the following areas: outdoor living, archery, boating, camping, songs/music, skits, sports, aquatics, recreational games, etc.

Must be able to communicate clearly and effectively both orally and in writing.

BENEFITS TO INTERN:

The YMCA is the largest childcare provider in the world. Learn how a non-for-profit agency operates. Gain knowledge of the services available for diverse families.

PHYSICAL DEMAND:

Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.

Students interested should email K. Garst at childcareymca@gmail.com

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Department of Human Resources

Risk Management/Emergency Preparedness

City-County Complex, PP

Room 507, 180 North Irby Street

Florence, SC 29501

Phone: 843-665-3158 Fax: 843-676-8806

Department of Human Resources/Risk Management/Emergency Preparedness

dstankus@cityofflorence.com

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Company: Coca-Cola Bottling Company Consolidated

Location, Hampton, Beaufort, Hilton Head

Posting Title – Part-Time Merchandiser

Job Description: This is a part-time position beginning in March that is responsible for stocking and merchandising various products in retail accounts. They ensure that all beverage sections, racks, and displays are completely filled according to CCBCC's standards.

Job Qualifications: Must have a valid driver's license for your state. Must have an excellent driving record (a year MVR will be reviewed). Candidate must have the ability to lift up to 50 lbs repetitively. Self-motivated with a high degree of integrity and be able to perform job duties with minimal supervision. Must desire part-time employment.

Salary: \$10.50 hour.

Company webpage: www.cokeconsolidated.com

All candidates must be prescreened by applying to our website at www.cokeconsolidated.com]

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Company: Baymont Inn Suites

Location: Yemassee

Position: Full-time and Part-Time front desk and housekeepers

Qualifications: have hospitality experience

Students interested should e-mail resume

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Company: The Westin Savannah Harbor Golf Resort & Spa

Location: Savannah GA

Positions:

Assistant Manager

