



City of Mentor

8500 Civic Center Blvd. • Mentor, OH 44060-2499 • (440) 255-1100

JOB OPPORTUNITY

DATE POSTED: March 24, 2026

PT RECREATION SPECIALIST II **Front Desk Supervisor**

The City of Mentor is looking to fill a part-time *Front Desk Supervisor* position at the Mentor Community Recreation Center on Heisley Road. This individual will be responsible for managing the front desk office of the facility as well as supervision of the front desk office assistants. This position will enforce policies and procedures, and provide a safe, clean, and welcoming environment for all users. Minimum qualifications will include two years previous office administration experience in a similar environment including scheduling, employee management, Microsoft Office products, proven customer service experience, strong organizational and leadership skills. Position requires up to 28 hours of work per week with a varied schedule that includes nights and weekends.

Hourly Range Will Start: \$18.00

A valid driver's license and graduation from high school/GED is required. Please apply online at www.workformentor.com. Applications are also available in the Human Resources Office at the Municipal Center and must be returned to HR, 8500 Civic Center Blvd., Mentor, OH 44060. Positions will remain open until filled.

The City of Mentor is an Equal Opportunity Employer and will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.
EOE/ADA