



City of Mentor

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

JOB OPPORTUNITY

DATE POSTED: March 24, 2026

PT Office Assistant I Mentor Community Recreation Center

The City of Mentor is looking to fill a part-time *Front Desk / Office Assistant* position at the Mentor Community Recreation Center on Heisley Road. This position will be responsible for performing routine and varied clerical office assignments involving recreation support activities including but not limited to typing, filing, and receptionist-type duties. Minimum qualifications will include previous clerical/office experience in a similar environment including Microsoft Office products, proven customer service experience, and strong organizational skills. Position requires up to 28 hours of work per week with a varied schedule and must be available to work nights and weekends.

Hourly rate of pay: \$16.00/hour

A valid driver's license and graduation from high school/GED is required. For additional position details and to apply online visit www.workformentor.com. Applications are also available in the Human Resource Office at the Municipal Center, 8500 Civic Center Blvd., Mentor, OH 44060. Position will remain open until it is 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