



City of Mentor

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

JOB OPPORTUNITY

DATE POSTED: February 26, 2026

RECREATION SPECIALIST II MENTOR ICE ARENA

The City of Mentor has an opening at the Ice Arena for a **Recreation Specialist II**. This position will focus on the planning and support of events and programming, creating promotional materials, both print and social media, and involvement in administrative duties such as registering participants, booking parties, etc. May also serve as the acting Manager on Duty as needed and will be responsible for opening/closing the facility, overseeing operations including training, enforcing policies and procedures, customer service and point of sale transactions, and must ensure a safe and welcoming environment for all customers. Other duties as assigned. Minimum qualifications will include excellent communication skills and previous customer service experience, strong organizational and leadership skills.

Hourly rate of pay ranges: \$16.00 – \$20.00 depending on qualifications.

A valid driver's license and graduation from high school (GED) is required. Apply online at www.workformmentor.com. Applications are also available in the Human Resource Office at the Mentor Municipal Center and **must be returned to HR**, 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