



CITY OF **MENTOR**

8500 Civic Center Boulevard, Mentor, Ohio 44060-2499 • (440) 255-1100 • www.cityofmentor.com

2024 TEMPORARY/SEASONAL POSITIONS

POOLS & AQUATICS

Cashier – Temp

Pool Cashier positions are responsible for the general gate operations of the pools under the direction of the Aquatics Manager. Requirements include admissions, Point-of-Sale operations, financial reporting, merchandise sales, rule enforcement, communication with manager and strong customer service skills. Applicants must be CPR and First Aid certified or willing to get certified after employment. Position requires a minimum commitment of 25 hours per week including day, evening, and weekend hours from May – August.

Hourly rate of pay: \$10.45

Lifeguard – Seasonal

Applicants must be responsible, dedicated, and have a passion for aquatics. Applicants must be strong swimmers and possess a valid American Red Cross (or similar) Lifeguarding Training Certification which includes CPR for Professional Rescuers Certification & First Aid. This position safeguards and prevents injury or loss of life through water rescue and prevention techniques, first aid, and CPR and must possess knowledge of principles, policies, and procedures of pool rules. Requirements include rule enforcement, maintenance and facility upkeep, activity reporting, and ongoing participation in staff training. Must have a commitment to action, leadership and service while ensuring the health and safety of patrons. Position requires a minimum commitment of 25 hours per week including afternoon, evening, and weekend hours from May – August.

Hourly rate of pay: \$13.00 plus \$2/hr. incentive to those working 30+ hours each week.

Water Safety Instructor - Seasonal

Instruct all levels of Red Cross swimming lessons. Constantly striving to provide maximum opportunity for skill practice for all students during each class period. Communicate regularly with parents and participants to ensure a positive understanding of the lesson program as well as individual student achievements and progress. Develop a well-organized lesson plan before each session. Maintain up-to-date course records of students. Must have a current American Red Cross Water Safety Instructor and CPR Certification. Instructors are required to be in the water during each class to demonstrate skills and strokes. Position requires a minimum commitment of 25 hours per week including afternoon, evening, and weekend hours from May – August.

Hourly rate of pay: \$17.00

AMPHITHEATER

Special Events Attendant - Temp

Duties include assisting full-time and part-time staff as needed for special events at the Mentor Amphitheater. Requirements include admissions, Point-of-Sale operations, alcohol and merchandise sales, rule enforcement and strong customer service skills. Hours of work may vary and are primarily in the evening once or twice per week. Must be 21 years of age or older.

Hourly rate of pay: \$12.00

Videographers - Temp

Videographers are responsible for operating live cameras during events at the Amphitheater under the direction of the director / crew leader. Applicants must have a working knowledge of professional video cameras and live

switching equipment. Hours of work may vary and are primarily in the evening once or twice per week. Flexible schedule.

Hourly rate of pay: \$12.00

RECREATION

Day Camp Head Counselor - Seasonal

Applicants must be enthusiastic, creative, responsible, high energy, resourceful and have a genuine interest in creating a fun, engaging outdoor experience for elementary age children. Head Camp Counselors will participate in staff training, supervise camp counselors, and communicate with parents as needed. Good organizational skills and the ability to be flexible is a must. Preference is given to college graduates in the fields of Elementary Education, Recreation and Physical Education. Applicants must be CPR and First Aid certified which will be included in the training. Must be able to work directly with both the Camp Supervisor and the Camp Counselors as a team to create a positive camp experience from June-August.

Hourly rate of pay: \$16.00

Day Camp Counselor - Seasonal

Applicants must be enthusiastic, creative, responsible, high energy, resourceful and have a genuine interest in creating a fun, engaging outdoor experience for elementary age children. Counselors will participate in staff training, supervise campers, and communicate with parents as needed. Must have a commitment to action, leadership, and service. Applicants must have completed high school, can swim 25 yards and tread water for 2 minutes, and be CPR and First Aid certified. Preference is given to college students and/or graduates in the fields of Elementary Education, Recreation and Physical Education. Must be able to work with other counselors as a team to create a positive camp experience June-August.

Hourly rate of pay: \$13.00

WILDWOOD

Facility Attendant – Temp

Under the supervision of the Wildwood Facility manager this position is responsible for maintaining building security during scheduled rentals/events and general cleaning and maintenance of the Wildwood Cultural Center. Must possess strong customer service skills, be able to enforce building policies, and work with guests in a calm and courteous manner. Position requires a varied work schedule including evenings and weekend hours.

Hourly rate of pay: \$12.35

Camp Counselor @ WW, Kid Quest and Theater Camp - Seasonal

Day camp counselors are needed to be part of Mentor's summer camp programs. Applicants must be enthusiastic, creative, responsible, high energy, resourceful and have a genuine interest in creating a fun, engaging outdoor experience for elementary age children. Counselors will participate in staff training, supervise campers, and communicate with parents as needed. Must have a commitment to action, leadership, and service. Applicants must have completed high school; preference is given to college students and/or graduates in the fields of Elementary Education, Recreation and Physical Education. Must be able to work with other counselors as a team to create a positive camp experience through mid-August.

Hourly rate of pay: \$13.00

Head Counselor (Kid Quest) - Seasonal

Applicants must be enthusiastic, creative, responsible, high energy, resourceful and have a genuine interest in creating a fun, engaging outdoor experience for elementary age children. Head Camp Counselor for Kids Quest help train staff, supervise camp counselors, and communicate with parents as needed. Head Camp Counselors will work directly with both the Program Coordinator and the Camp Counselors. Good organizational skills and the ability to be flexible is a must. Preference is given to college graduates in the fields of Elementary Education,

Recreation and Physical Education. Must be able to work with camp and wildwood staff as a team to create a positive camp experience June-August.

Hourly rate of pay: \$16.00

MENTOR LAGOONS NATURE PRESERVE & MARINA

Courtesy Patrol - Temp

Duties involve assisting facility visitors working a minimum of 25 hours of work per week including holidays, weekends, weekdays, and evening hours. Schedules may vary from April – October.

Hourly rate of pay: \$14.00

Aide General – Temp

Kayak Rental Cashier positions are responsible for the general operation of the Kayak/Canoe rental building under the direction of the Marina Manager. Requirements include point-of-sale operations, financial reporting, rule enforcement, communication with manager and strong customer service skills. Position requires a minimum commitment of 25 hours per week including day, evening, and weekend hours from April – October.

Hourly rate of pay: \$10.45

Maintenance Aid – Temp

Marina maintenance aid positions are responsible for general maintenance including mowing grass, trimming, weeding, painting, and general facility/grounds upkeep. Position requires a minimum commitment of 25 hours per week including day, evening, and weekend hours from April – October.

Hourly rate of pay: \$14.00

PARKS & PUBLIC WORKS

Maintenance Aide - Temp

Parks & Public Works Maintenance Aides are responsible for the general maintenance and upkeep of the parks, sports fields, courts, walking paths, facilities, and facility grounds. General duties include assisting full-time crews in mowing grass, trimming, weeding, painting, etc. Must be able to work a varied shift including days, nights, and weekends.

Hourly rate of pay: \$14.00

CEMETERY

Maintenance Aid – Temp

Cemetery maintenance aid positions are responsible for general maintenance of the Cemetery including mowing grass, trimming, weeding, painting, and general facility/grounds upkeep. Position requires daytime hours with some weekend hours from March – October.

Hourly rate of pay: \$14.00

ICE ARENA

Arena Operator – Temp

Under the supervision of the Arena Facility manager, this position is responsible for Zamboni maintenance (oil changes, fluid checks, washing, blade changes), ice maintenance (ice cuts, edging, flooding), and safely to ensure and maintain acceptable ice conditions. Position requires a varied work schedule including morning, evening, and weekend hours.

Hourly rate of pay: \$13.35

SENIOR CENTER

Fitness Instructor – Temp

The Mentor Senior Center is seeking temporary group fitness instructors to lead senior classes in Silver Sneakers, low impact aerobics, and weight training. Applicants must be certified to teach group fitness classes. Silver sneakers and senior program certification and experience is desired, but not required. High school graduate/GED required. Rate of pay is based on experience and fitness certifications.

BLACK BROOK GOLF COURSE

Cashier - Temp

Pro Shop Cashier position shifts available are weekday mornings and one shift on the weekend. Individuals must be 16 years of age or older and have a valid driver's license. Basic computerized point of sale experience desired. March – October employment.

Hourly rate of pay: \$10.45

Maintenance Aid – Temp

Golf Course maintenance aide positions are responsible for general maintenance of the course and grounds including mowing grass, trimming, weeding, painting, etc. Must be able to work a varied scheduled to include morning, evening, and weekend shifts from March – October.

Hourly rate of pay: \$14.00

Clubhouse maintenance aide positions are responsible for pulling out golf cars, cleaning golf cars and putting them away, picking up range balls, general cleaning of the clubhouse, etc. Must be able to work a varied scheduled to include morning, evening, and weekend shifts from March – October.

Hourly rate of pay: \$14.00

Assistant Golf Course Manager – Temp

Assistant Golf Course Managers are responsible for Opening, Closing, Supervising, Reconciling Daily Report, Handling Transactions, etc. Must be able to work a varied schedule. Preferred availability from mid-March through November. Hourly rate of pay - \$14.00