



## **CITY OF MENTOR**

### **Temporary & Seasonal Positions ~ 2025**

#### **PARKS**

##### **Maintenance Aide – Temp/\$14.00 per hour**

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

#### **MENTOR LAGOONS NATURE PRESERVE & MARINA**

##### **Courtesy Patrol – Temp/\$14.00 per hour**

Duties involve assisting visitors to the lagoons, nature preserve and marina. A minimum of 25 hours of work per week including holidays, weekends, weekdays and evening hours. Schedules may vary from April – October.

##### **General Aide – Temp/\$10.70 per hour**

Kayak Rental and Concession positions are responsible for the general operation of the Kayak/Canoe rental building and concession 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, holidays and weekend hours from April – October.

##### **Maintenance Aide – Temp/\$14.00 per hour**

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

#### **CEMETERY**

##### **Maintenance Aide – Temp/\$14.00 per hour**

Cemetery maintenance aide 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 beginning in March through October.

## **POOLS & AQUATICS**

### **Cashier/\$10.70 per hour**

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 early May – August.

### **Lifeguard- Seasonal/\$13.00 per hour plus incentive after 30 hours per week**

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.

### **Assistant Pool Manager – Seasonal/\$16.00 per hour**

The Aquatics Assistant Manager is responsible for all daily operations including scheduling and supervision of staff and programming, maintaining a safe environment, customer service, and monitoring chemicals and mechanical systems. Applicants must have (or be willing to obtain) a valid American Red Cross (or similar) Lifeguarding Training Certification which includes CPR for Professional Rescuers Certification & First Aid. Position requires a minimum commitment of 25 hours per week including afternoon, evening and weekend hours from May – August.

### **Learn to Swim Director – Seasonal/\$16.00 per hour**

The Learn to Swim Director is responsible for planning and implementation of all outdoor Learn to Swim programs at Civic and Morton pools. Responsibilities include, scheduling and training Water Safety Instructors, conducting in-service trainings for WSI's, conducting parent meetings on the first day of lessons, assisting instructors with instruction and patron questions, processing paperwork and submitting documentation to American Red Cross, assists in the organization of private swim lessons, attends and participates in all staff trainings. Position requires a minimum commitment of 25 hours per week and must be available to attend all schedule learn to swim classes encompassing mornings, evenings and weekends from May – August.

## **RECREATION**

### **Day Camp Head Counselor – Seasonal/\$16.00 per hour**

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.

**Summer Day Camp Counselor – Seasonal/\$13.00 per hour**

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, can swim 25 yards and tread water for 2 minutes, and be CPR and First Aid certified which will be included in the training. Preference is given to college students and/or graduates in the fields of Elementary Education, Recreation and Physical Education.; work with other counselors as a team to create a positive camp experience.

**Recreation Intern – Temp/\$14.00**

An intern is needed to assist the Parks & Recreation Department in the development, coordination, publicizing, implementation and evaluation of summer camps, aquatic programs, and special events. Work takes place in a busy and fast-paced environment. The successful intern must be customer-service driven and understand that we work as a team to accomplish a lot in a short amount of time to provide quality recreation programs and services to the residents of the City of Mentor. College students working towards their degree in Parks, Recreation or Sport Management is preferred. General work hours are Monday through Friday, 8 a.m. - 5 p.m., with some night and weekend hours necessary depending on projects assigned.

**Special Event Attendant – Temp/\$12.00**

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 are primarily in the evening once or twice per week. Must be 21 years of age or older. Schedule and hours of work vary.

**WILDWOOD****Summer Day Camp Counselor – Seasonal/\$13.00**

Day camp counselors are needed to be part of Mentor's summer camp programs at Wildwood Culture Center. 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 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; work with other counselors as a team to create a positive camp experience. Must have a commitment to action, to leadership and service.