



City of Mentor

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

JOB OPPORTUNITY

DATE POSTED: January 9, 2024

FAMILY PROGRAM COORDINATOR PART-TIME

The City of Mentor is looking to fill part-time positions at the Mentor Civic Recreation Center on Heisley Road. The Recreation Specialist **Family Program Coordinator** will be responsible for supervising the childcare attendant staff, assist in the planning and organization of the family and children's programs, enforce policies and procedures of the children's area, and provide a safe, clean, and welcoming environment for all. Minimum qualifications will include excellent communication skills and previous customer service experience, strong organizational and leadership skills, along with the ability to work independently as well as part of a team. Must have current CPR, AED, and First Aid Certifications or willing to obtain. Two years of previous experience in a similar position is preferred. Position requires up to 28 hours of work per week with a varying schedule.

Hourly Pay Range: \$15.15 - \$27.87

Please apply online at <https://cityofmentor.com/employment>. Applications are also available in the Human Resource Office, Mentor Municipal Center 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060. Application will be accepted until the position is filled.

This position 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