



# City of Mentor

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

## JOB OPPORTUNITY

DATE POSTED: February 23, 2024

### **FRONT DESK SUPERVISOR Part - Time**

The City of Mentor is looking to fill A part-time position at the Mentor Civic Recreation Center on Heisley Road. The Recreation Specialist Front Desk Supervisor will be responsible for managing the front desk office of the facility as well as supervision of the front desk office assistants. This position will enforce policies and procedures, and provide a safe, clean, and welcoming environment for all users. Minimum qualifications will include two years previous office administration experience in a similar environment including scheduling, employee management, Microsoft Office products, proven customer service experience, strong organizational and leadership skills. Position requires up to 28 hours of work per week with a varying schedule.

*The hourly range for this position will be \$15.15 - \$27.87*

Please apply online at [www.cityofmentor.com/employment](http://www.cityofmentor.com/employment). Applications are also available in the HR Office at Mentor Municipal Center, 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060.

*Applications will be accepted until the position 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