



City of Mentor

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

JOB OPPORTUNITY

DATE POSTED: June 14, 2024

RECREATION COORDINATOR FULL TIME

The City of Mentor is seeking a full-time **Recreation Coordinator** to work in the Parks & Recreation Department at the **Mentor Civic Center ICE ARENA**. The successful candidate will develop and coordinate recreation programs and special events, will serve as the primary point of contact for all programs, and assist with a variety of functional and administrative support. May perform other duties as assigned. A bachelor's degree with major coursework in recreation or a related field, and at least two years of experience in the development, planning, and implementation of recreation programs is preferred. Customer service and an excellent knowledge of Microsoft Suite is required.

The annual salary range for this full-time, exempt position is: \$42,187.60 - \$77,718.94

Salary will be determined based on the candidates' experience. We also offer a comprehensive benefit package and participation in the Ohio Public Employees Retirement Pension. Applicant must have a valid driver's license and will be required to complete a background check.

One application per position will be accepted. Please visit www.cityofmentor.com/employment to apply online. Applications are also available in the Human Resource Office, Mentor Municipal Center 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060. Applications will be reviewed upon receipt and will be accepted until 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