



### **PT CUSTODIAN**

The City of Mentor is seeking part-time **Custodians** for the Mentor Civic Recreation Center (MCRC) on Heisley Road. Responsibilities include, but are not limited to, cleaning offices, fitness and sports areas, restrooms, floors, and other common areas of the MCRC. Selected individuals must be able to work independently and as part of a team. Position requires up to 28 hours of work per week with a varying schedule. The hourly rate of pay is up to \$20.79, DOQ. Previous custodial experience desired. A valid driver's license and graduation from high school/GED is required.

### **PT Office Assistant I**

The City of Mentor is looking to fill part-time **Office Assistant** positions at the Mentor Civic Recreation Center on Heisley Road. This position will be responsible for performing routine and varied clerical office assignments involving recreation support activities including but not limited to typing, filing, and receptionist duties. Minimum qualifications will include previous clerical/office experience in a similar environment including Microsoft Office products, proven customer service experience, and strong organizational skills. Position requires up to 28 hours of work per week with a varying schedule. The hourly range for this position will be \$12.42 - \$22.92, DOQ. A valid driver's license and graduation from high school/GED is required.

### **PT RECREATION SPECIALIST I - General**

The City of Mentor is looking to fill part-time positions at the Mentor Civic Recreation Center on Heisley Road. Responsibilities of this **Recreation Specialist** position will vary depending on the needs of the facility. It may include, but not limited to planning, organizing, and carrying out miscellaneous sports activities, family events, childcare issues, problem solving, the ability to enforce policies and procedures in all facility areas, and provide a safe, clean, and welcoming environment for all users. Minimum qualifications will include general knowledge of fitness facilities, excellent customer service and communication skills, strong organizational skills, along with the ability to work independently as well as part of a team. We are looking for someone who is dependable and can step up wherever needed. Position requires up to 28 hours of work per week with a varying schedule. The hourly range for this position is \$12.42 - \$22.92, DOQ. A valid driver's license and graduation from high school/GED is required.

### **PT RECREATION SPECIALIST I - Sports Coordinator**

The City of Mentor is looking to fill part-time positions at the Mentor Civic Recreation Center on Heisley Road. The Recreation Specialist **Sports Coordinator** will be responsible for assisting in the planning and organization of assigned youth and adult athletic leagues and programs; enforce policies and procedures of the facility, and provide a safe, clean, and welcoming environment for all. Minimum qualifications will include general knowledge of league sports, including but not limited to equipment, rules, and playing area, excellent communication skills, strong organizational and leadership skills, along with the ability to work independently as well as part of a team. Proven experience in a similar position is preferred. Position requires up to 28 hours of work per week with a varying schedule. The hourly range for this position will be \$12.42 - \$22.92, DOQ. A valid driver's license and graduation from high school/GED is required.



### **PT RECREATION SPECIALIST I - Soccer Center Coordinator**

The City of Mentor is looking to fill part-time positions at the Mentor Civic Recreation Center on Heisley Road. The Recreation Specialist **Soccer Center Coordinator** will be responsible for managing staff, program implementation for a variety of recreation activities, facility operations, enforce policies and procedures of the Soccer Center, 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, knowledge of recreation administration, scheduling, and employee management. Proven experience in a similar position is preferred. Position requires up to 28 hours of work per week with a varying schedule. The hourly range for this position will be \$12.42 - \$22.92, DOQ. A valid driver's license and graduation from high school/GED is required.

### **PT RECREATION SPECIALIST I - Fitness Coordinator**

The City of Mentor is looking to fill part-time positions at the Mentor Civic Recreation Center on Heisley Road. Responsibilities of the Recreation Specialist **Fitness Coordinator** position will include assisting in the planning and organization of fitness and wellness programs, the ability to enforce policies and procedures in all fitness areas, and provide a safe, clean, and welcoming environment for all users. Minimum qualifications will include general knowledge of fitness equipment and exercises, excellent customer service and communication skills, strong organizational and leadership skills, along with the ability to work independently as well as part of a team. Must be able to regularly lift ten pounds and occasionally over fifty pounds. Position requires up to 28 hours of work per week with a varying schedule. The hourly range for this position is \$12.42 - \$22.92, DOQ. A valid driver's license and graduation from high school/GED is required.

### **PT RECREATION SPECIALIST I - Head Lifeguard**

The City of Mentor is looking to fill part-time positions at the Mentor Civic Recreation Center on Heisley Road. Responsibilities of the Recreation Specialist **Head Lifeguard** position will include opening and preparing the pool area daily, ability to enforce policies and procedures of the pool area and provide a safe, clean, and welcoming environment for all users. Minimum qualifications will include previous lifeguarding experience, excellent communication skills, strong organizational and leadership skills, along with the ability to work independently as well as part of a team. Must have a current Lifeguarding Certification, CPR, AED, and First Aid Certifications. Position requires up to 28 hours of work per week; must be able to work the opening shift or the midday/evening shift. The hourly range for this position will be \$12.42 - \$22.92, DOQ. A valid driver's license and graduation from high school/GED is required.

### **PT RECREATION SPECIALIST II - Front Desk Supervisor**

The City of Mentor is looking to fill part-time positions 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, DOQ.



### **PT RECREATION SPECIALIST II - Facility Attendant**

The City of Mentor is looking to fill part-time positions at the Mentor Civic Recreation Center on Heisley Road. The Recreation Specialist **Facility Attendant** will serve as the acting Manager on Duty as needed. The position is responsible for opening or closing the Center, overseeing operations, enforcing policies and procedures, and provide a safe, clean, and welcoming environment for all users. Minimum qualifications will include excellent communication skills and previous customer service experience, strong organizational and leadership skills. Must have current CPR, AED, and First Aid Certifications or willing to obtain. Previous experience in a similar position is preferred. 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, DOQ.

### **PT RECREATION SPECIALIST II - Family Program Coordinator**

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. The hourly range for this position will be \$15.15 - \$27.87, DOQ.

### **PT RECREATION SPECIALIST II - Aquatics Coordinator**

The City of Mentor is looking to fill part-time positions at the Mentor Civic Recreation Center on Heisley Road. The responsibilities of the Recreation Specialist **Aquatics Coordinator** will be to assist in the planning and coordination of the swim lesson program, to enforce policies and procedures of the pool area and provide a safe, clean, and welcoming environment. 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 American Red Cross Water Safety Instructor Certification, CPR, AED, and First Aid Certifications. 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, DOQ. A valid driver's license and graduation from high school/GED is required.