

The City of Willoughby Hills is seeking to hire a part-time person to work in the Recreation Department. This position is responsible for training, scheduling and supervising Property Staff Members, setup, tear down, and cleaning of Community Center Rental rooms, assisting the Recreation Coordinator with office duties, special activities, recreation events and sports.

Potential candidates must be able to successfully complete a background check, to have strong communication skills, the ability to use office equipment including copier, calculator, telephone and computer. Candidates must have good judgment and be able to stoop, bend, lift 50lbs and to stand for extended times.

This is a part-time position with a varying schedule working approximately 25 hours per week. Candidates must be available at least 2 weekends per month. The starting rate of pay for this position is \$12.13/hour.

Please submit resumes or interest in this position to [hr@willoughbyhills-oh.gov](mailto:hr@willoughbyhills-oh.gov) or stop by City Hall for an application.