



MEDINA TALENT SEARCH

For Businesses and Job Seekers

October 1, 2025

Employment Opportunity with the City of Medina Parks Department

Do you enjoy the great outdoors and want to help keep our city's parks looking their best? The City of Medina Parks Department is seeking a passionate, detail-oriented individual to support them with a variety of clerical tasks. If you have a knack for organization and a love for nature, this could be the perfect opportunity for you!

What You'll Do:

- Manage fiscal accounts and records
- Process payments and prepare new hire paperwork for seasonal staff
- Collaborate with sports associations and special event coordinators
- Assist with scheduling and updating weekly calendars
- Answer general questions and provide guidance for park users
- Keep our department website fresh and engaging with updates and photos



If you're ready to make a positive impact in our community and enjoy working in a dynamic environment, apply now! For more information on this position and to apply, click [HERE](#).

Employment Opportunity with Medina County District Library

The Medina County District Library is seeking applicants for the following positions at their 210 S. Broadway branch:

- Library Associate - Children's Department (Part Time) provides direct library services to patrons of all ages, with most of the focus on children. Responsibilities include reference, reader's advisory, and request processing; planning and presenting story times and programs for children from ages birth to 5th grade; providing outreach to daycares, preschools, and other community organizations and events.
- Library Associate - Flex Float (Part Time) provides provide direct library services to patrons of all ages at all service points. It is essential that the candidate possess the ability to adapt to both reference and customer service roles in both large and small branch libraries, as well as other projects as assigned.

For more information on these positions and to apply, click [HERE](#).



Employment Opportunity with Woodbine Products

Woodbine Products, a leading provider of branded and private label soaps, sanitizers, and dispensing systems, is seeking a detail-oriented and organized Administrative Assistant to join their team. The ideal candidate will play a crucial role in ensuring the smooth operation of their office by providing exceptional administrative support. This position requires strong communication skills, attention to detail, and the ability to multitask effectively in a fast-paced environment. Join a dynamic team where your contributions will be valued, and your professional growth will be supported! For more information on these positions and to apply, click [HERE](#).

