



CLARK COUNTY DEPARTMENT OF PARKS & RECREATION

2601 E Sunset Road
Las Vegas, NV 89120
(702) 455-8200

www.ClarkCountyNV.gov

Part-Time Employment

For the position of: Recreation Assistant, Front Desk

Location: Cambridge Recreation Center

Contact: Nate Jaramillo, Program Supervisor
3930 Cambridge Street, Las Vegas, NV 89119
(702) 455-7169

NATE34@ClarkCountyNV.gov

SALARY

\$12.00 Hourly

OPENING DATE: 10/24/2022

CLOSING DATE: Until Filled

ABOUT THE POSITION:

Position is for a front-line employee working at the Front Desk. Duties include answering telephones, answering customer inquiries (both via telephone and in-person), registering participants utilizing registration software, money handling, providing programming information, cleaning, assisting with bulletin board design, developing flyers/handouts for various programs, and other duties as assigned. Employees must be able to lift 35 lbs. Part-time employment will not lead to permanent employment. Part-time hourly employees are used to fill positions normally less than twenty (20) hours per week. Part-time employees do not receive benefits.

OF VACANCIES: 1

MINIMUM REQUIRMENTS

Education and Experience: Applicant must have a high school diploma or equivalent. Applicant must be able to demonstrate good communication and customer service skills. Applicant must be able to demonstrate competency with computers. Applicant must be able to demonstrate competency with basic math and money handling.

Preferred Qualifications: Prior customer service and money handling experience is preferred. Prior experience with Microsoft PowerPoint, Microsoft Outlook and VSI RecTrac software is preferred.

Licensing and Certification: First aid, CPR, and AED certification recommended within the first 60 days of employment.

Working Conditions: Monday through Saturday availability is required for this position. Morning and afternoon availability is required.

Background Investigations: Employment is contingent upon the results of a background investigation and fingerprint screening.

APPLICATION PROCESS: Applications can be picked up at any Parks & Recreation facility or can be downloaded at <http://www.clarkcountynv.gov/Depts/parks/Documents/Employment/part-time-employment-application.pdf>

Clark County Is An Equal Opportunity Employer

04/09

