

**CLARK COUNTY  
PARKS & RECREATION DEPARTMENT  
Part-time Employee Recruitment Request Form**

**POSITION:** RECREATION ASSISTANT | SPE CREW I

**LOCATION:** Sunset Park  
2601 E Sunset Road  
Las Vegas, NV 89120

**CONTACT:** Brian Saliba, 702-455-8200

**DESCRIPTION OF DUTIES:**

- Research, select and procure specialty products and coordinate any special needs.
- Assist with preparation of Purchase Requests, Contracts and tracking of POs as needed.
- Request Fire Permits and Certificates of Liability in conjunction with contracted events.
- Network in the industry to expand vendor base. Research and setup new vendors: request catalogs and pricing,
- Manage correspondence for specifically assigned events to include emails, phone and social media inquiries.
- Set up tables and chairs as needed for events, meetings and banquets
- Install linen as needed for events, meetings and banquets
- Safeguard company assets within the department
- Move and rearrange furniture.
- Assist with event strike/clean up
- Operate Golf Cart w/ certification
- May be required to perform tasks outside of specific scope of work.
- Perform other job-related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Entry Level**

- Ability to read, write and communicate
- Ability to do simple math.
- Understand and comply with all departmental rules, regulations, policies and procedures.
- Good communication skills and ability to interact with individuals at all levels and works part of a team.
- Ability to exercise sound judgment.
- Ability to multi-task and work well under pressure.
- Skill in establishing and maintaining a working relationship with staff

**II. Physical requirements:**

Mobility to work in a typical office or facility setting and use standard office equipment; vision to read printed materials and a computer screen, hearing and speech to communicate in person or over the telephone. Specified positions may require strength and dexterity to lead and participate in specific sports activities and/or ability to drive a motor vehicle. Specified positions may require the strength of lift equipment weighing up to 50 lbs. Accommodation may be made

for some of these physical demands for otherwise qualified individuals who require and request such accommodation. Specified positions require the ability to work in unusually cold, hot, noisy, smoky, damp, dimly lit or illuminated environments.

## **APPLICATION PROCESS:**

**Applications can be downloaded at:**

<https://files.clarkcountynv.gov/clarknv/Parks%20&%20Recreation/Employment/part-time-employment-application-fillable.pdf>

**DAYS:**                      **Varies (Monday through Sunday)**

**HOURS:**                    **On-Call / Seasonal**

**PAY RATE:**                **\$12.00-14.00**

**# OF VACANCIES:**       **OPEN**

**DATE NEEDED:**          **SEASONAL March-November**

**POST THROUGH:**        **Open and continuous**