

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

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

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

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

**DESCRIPTION OF DUTIES:**

- Set up events following a detailed diagram and instructions from Supervisor
  - Ability to lead a team and communicate the tasks that need to be done
  - Install signs and banners for events
  - Set up tables and chairs as needed for events, meetings and banquets
  - Install linen as needed for events, meetings and banquets
  - Install pipe & drape as needed for events
  - Safeguard company assets within the department
  - Set up/Take down and store in a proper manner all equipment used for special events, community center events, meetings, etc
  - Works with vendors that provide rental and service needs relating to entertainment production.
  - Help with technical aspects of entertainment such as operating a spotlight, installing equipment and other duties as needed.
- Construct and paint production assets/equipment.
- Assist with the Set/Strike of risers and musical equipment.
  - 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:**

- 3+ years of experience in the industry
- 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, ability to interact with individuals at all levels and work as 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 setting and use standard office equipment. Vision to read printed materials and a computer screen, hearing and speech required to communicate in person or over a radio or the phone. Safely lift and carry up to 50 pounds. Drive a motor vehicle

to reach off site production locations as well as the ability to transport production or stage equipment. Mobility to climb to ascend and descend ladders and stairs, balance on narrow surfaces, stoop, kneel, crouch and crawl. Ability to stand or sit for prolonged periods with stamina to maintain concentration for an extended period-of-time. Ability to work in an environment that can be cold, hot, noisy, smokey, damp, dimly lit or illuminated.

### **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:** **\$15.00-16.00**

**# OF VACANCIES:** **OPEN**

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

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