



**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, Customer Service

at Clark County Wetlands Park

7050 E Wetlands Park Lane

(702) 455-7522

wetlands@ClarkCountyNV.gov

SALARY

\$12 Hourly

OPENING DATE

September 16, 2022

CLOSING DATE

When filled.

ABOUT THE POSITION

Clark County Wetlands Park is looking for a qualified customer service candidate for its visitor services operations. The chosen candidate will be responsible for cash handling and other retail operations, reception and administrative duties, and greeting and assisting visitors.

JOB DESCRIPTION

- Assist with operations and management of the Park's retail operation, including money handling, inventory tracking, troubleshooting, and daily cash drops
- Greet visitors, demonstrate customer service proficiencies, and promote responsible recreation throughout the Park
- Perform receptionist duties including receiving and directing calls, filing.
- Enroll participants in programs and facility rentals and process payments
- Perform a variety of administrative tasks that further the mission and mandates of the Park, including conducting office business and staffing the Nature Center
- Assist staff with ongoing projects, including the planning and delivery of special events and other public programming

ACTIVITIES AND RESPONSIBILITIES

This position will be primarily responsible for front-line customer service and retail operations. Other responsibilities include:

- Participate in a variety of professional development opportunities, including learning about the plants, animals, and history of Wetlands Park
- Enable the preservation of park resources as well as a safe and quality experience for visitors
- Answer visitor questions, and/or refer visitors to appropriate sources of information
- Follow all Clark County Department of Parks & Recreation policies and procedures

- Have computer proficiency
- Comfortable handling money
- Represent the Wetlands Park in a positive manner to the community
- Assist with general daily operations of the Wetlands Park Nature Center

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.

NUMBER OF VACANCIES

1 (one)

MINIMUM REQUIREMENTS

Education and Experience: Must be 18 years of age, have a high school diploma, and have a valid Nevada driver's license.

Preferred Qualifications: Experience with retail, cash handling, and Point of Sale software

CHARACTERISTICS AND QUALIFICATIONS

Applicants should have excellent organizational skills, be enthusiastic, willing to learn, and willing to lead others by utilizing best practices in customer service. Also be able to:

- Solve problems and think critically, both alone and in a team
- Use, Microsoft Office, including Outlook, Word, Excel
- Interact with the public, including homeless, those violating Park rules, and others
- Have excellent customer service skills in a recreation setting
- Follow all Clark County Department of Parks & Recreation policies and procedures
- Represent the Wetlands Park in a positive manner to the community
- Interact professionally with Wetlands Park visitors, staff, and volunteers
- Assist visitors of all ages and abilities

Desired but not required: Spanish language skills

Working Conditions: This position may work weekdays, holidays, and/or weekends. Must be able to lift up to 25 pounds, and be able to safely operate a golf cart and various other tools and equipment.

Background Investigations: Employment is contingent upon the results of a background investigation and pre-employment drug screen.

APPLICATION PROCESS

Applications may be downloaded [by clicking here](#), or may be picked up at any Parks & Recreation facility.

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

Email completed applications to wetlands@clarkcountynv.gov or deliver to 7050 Wetlands Park Lane, Las Vegas NV 89122.