For the position of: Recreation Assistant (Weekend Lead)
Location: Clark County Museum
Amber Colbert, Cultural Specialist
1830 S. Boulder Hwy, Henderson NV 89002
(702) 455-7955 Phone / (702) 455-7968 Fax
Amber.Colbert@ClarkCountyNV.gov

SALARY
$ 10.00 -$12.00 Hourly (Depending on experience)

OPENING DATE: June 23,2020
CLOSING DATE: Until filled

ABOUT THE POSITION:
The Clark County Museum is looking for a qualified candidate to lead weekend operations. The Recreation Assistant (Weekend Lead) performs all the duties expected of the Recreation Assistant including answering phones, handling customer inquiries, using POS (Point of Sales) system, cash handling, stocking and organizing merchandise, opening and securing all buildings, and other various tasks as assigned. In addition to the normal Recreation Assistant the Recreation Assistant (Weekend Lead) assist the full-time staff in the overseeing of daily operations and acts as the primary contact for the museum in the absence of full-time staff members on the weekend.

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 REQUIREMENTS

Education and Experience: Applicant must have a high school diploma or equivalent.

Preferred Qualifications: Customer service experience preferred. Applicant must be able to demonstrate initiative, good communication and customer service skills (i.e. working with the public).

Working Conditions: The primary schedule for this position will be 8:30am – 4:45 pm Saturday and Sunday and all holidays. This position may also work morning, day or evening shifts.

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

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