



**CLARK COUNTY  
DEPARTMENT OF PARKS & RECREATION**

2601 E Sunset Road  
Las Vegas, NV 89120  
(702) 455-8200  
[www.ClarkCountynV.gov](http://www.ClarkCountynV.gov)

**Part-Time Employment**

**For the position of: Program Assistant – Day Camp Leader**

**Location: Parkdale Recreation Center**

Kimberly Ford, Recreation Specialist  
3200 Ferndale Street Las Vegas NV 89121  
(702) 455-7517 Phone  
[PRParkdaleCenter@ClarkCountynV.gov](mailto:PRParkdaleCenter@ClarkCountynV.gov)

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**SALARY**

\$8.25-\$8.50 Hourly

**OPENING DATE:** March 7, 2016

**CLOSING DATE:** May 30, 2016

**ABOUT THE POSITION:**

Parkdale Recreation Center is looking for qualified candidates to lead our Summer Day Camp program. Program provides a safe, fun, and social environment for youth ages 6-12 years. Leaders selected must be creative, foster positive social interactions, organized, responsible, follow directions, communicate effectively and courteously with participants, parents and co-workers, work as part of a team, and display qualities of a positive role model. Assignments include but are not limited to: develop and follow daily lesson plans; discipline participants as needed and complete required documentation; manage inventory of equipment and supplies; ensure participant and co-worker safety; communicate with participants, parents and co-workers daily; lead crafts, games, sports, and activities; enforce rules and guidelines; follow schedules; Part-time employment will not lead to permanent employment. Leaders are required to participate with youth in activities (indoors and outdoors), which includes but is not limited to; running, playing games, and swimming. Part-time hourly employees are used to fill positions normally less than twenty (20) hours per week. Seasonal (Summer) Part-time employees may work between 20-40 hours per week. Part-time employees do not receive benefits.

**# OF VACANCIES:** # 4

**MINIMUM REQUIRMENTS**

**Education and Experience:** Adult & Pediatric CPR/AED/First Aid certification is preferred. Must be 18 years of age.

**Preferred Qualifications:** Preferred applicants will have one year experience working with elementary aged children. Preferred applicants are energetic, organized, effective

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communicators, enthusiastic, and can lead group activities. Preferred applicants display the ability to use good judgment and adapt to changing parameters.

**Licensing and Certification:** Adult & Pediatric CPR/AED/First Aid certification is required. Must obtain certification(s) within one month of hiring date.

**Working Conditions:** Day Camp Leaders will work between 20-40 hours per week. Shifts may range from 6:45 a.m. to 6:15 p.m. Monday through Friday.

**Background Investigations:** Employment is contingent upon the results of a background investigation.

**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>