



**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: Volunteer Program Coordinator

Location: Clark County Sunset Park

Crystalaura Jackson, Recreation Specialist

2601 E. Sunset Road

Las Vegas, NV 89110

No Phone Calls or Walk-Ins Please

sunsetstewards@ClarkCountyNV.gov

SALARY

\$10 - \$12 Hourly

OPENING DATE: OPEN

CLOSING DATE: Until Filled

ABOUT THE POSITION:

JOB DESCRIPTION: Recreation Assistant

Description

- A passion for preserving Sunset Park (Park) and providing for the safety of its wildlife and visitors;
- Manage and motivate volunteers to care for the Park and educate visitors;
- Provide oversight and support for volunteer efforts;
- Recruit and screen new volunteers;
- Train volunteers in non-confrontational stewardship of Sunset Park;
- Plan and implement volunteer and public education events;
- Spend time outdoors walking areas of Sunset Park to promote responsible use of amenities within the Park, while actively modeling appropriate interactions with the public;
- Maintain positive relationships with other County departments and local, state, and federal agencies

Activities and Responsibilities

- Ensure the preservation of Park resources and the safety and quality of experience for Park visitors;
- Know the essentials about Sunset Park, including identification of common flora and fauna;
- Answer visitor questions, and/or refer visitors to appropriate sources of information;
- Follow all Clark County Department of Parks & Recreation policies and procedures;
- Have basic computer proficiency;
- Represent Sunset Park in a positive manner to the community;
- Act as liaison between Clark County Parks & Recreation and local, state and federal agencies, with regard to matters concerning Sunset Park;
- Communicate with law enforcement as appropriate;
- Under the supervision and approval of the Clark County Public Information Officer, represent Clark County Parks & Recreation to the media and prepare media release drafts;
- Perform miscellaneous administrative tasks;
- Assist with the creation of educational and outreach materials;
- Other duties as assigned.

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 (one)

MINIMUM REQUIRMENTS

Education and Experience: (Requirements)

Preferred Qualifications:

Characteristics and Qualifications – Level 1

Enthusiastic, willing to learn, and passionate about caring for parks and wildlife.

Strong leadership skills, capable of recruiting and motivating volunteers.

Well organized and have the ability to develop and implement at least one program, special event, or outreach activity each year.

Be able to solve problems and think critically both alone and in a group; able to work with and without supervision. Customer service experience in a recreation setting preferred. Be able to use Microsoft Office, including Outlook, Word, Excel, PowerPoint, and Access. Able to interact with the public while maintaining a positive, encouraging demeanor at all times.

Desired but not required: Background in environment, wildlife, or recreation fields. Experience creating interpretive and other signage.

Working Conditions: This position may work day, evenings and/or weekends. Must be able to lift up to 25 pounds and work outside in all climates.

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>