



**CLARK COUNTY
DEPARTMENT OF PARKS & RECREATION**

2601 E Sunset Road
Las Vegas, NV 89120
(702) 455-8200

www.accessclarkcounty.com

Volunteer Opportunity

**For the position of: VOLUNTEER AMBASSADOR
Various Recreation Facilities and Parks**

2601 E. Sunset
Las Vegas, NV 89120
(702) 455-8200

OPENING DATE: June 2010

CLOSING DATE: Continuous

ABOUT THE POSITION:

This position will serve as a Clark County Parks & Recreation representative; interact with park users; provide front-line customer service to the public; assist with clerical support; provide information in person, by telephone and through the Internet about Clark County Parks & Recreation facilities, programs and activities; promote various County events and programs within assigned area; assist with various programming needs; report any maintenance needs; report any unlawful activities; and promote park safety and encourage an overall positive use of public space. Volunteer work will not lead to permanent employment. Volunteers do not receive benefits.

MINIMUM REQUIREMENTS

Knowledge, Skills and Abilities: Knowledge of all County and department policies and procedures; knowledge of various computer software programs; use initiative and independent judgment; communicate clearly and effectively; follow written and verbal instructions; prepare clear and concise reports; and contribute effectively to the accomplishments of a team.

Education and Experience: Previous paid or volunteer customer service experience.

Licensing and Certification: Must possess a valid Class C Nevada Drivers License for the positions that require driving a County vehicle.

Working Conditions: This position will work 20 – 30 hours per week on Monday – Friday from either 8:00 AM – 2:00 PM or 2:00 PM – 8:00 PM; Saturday schedules are flexible. All volunteers must attend orientation training prior to participation. This position may require working outdoors with exposure to extreme weather conditions. Some positions may be required to drive County vehicles.

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://sandgate.co.clark.nv.us:8498/volunteerIndiv/volind.htm>.

Clark County Is An Equal Opportunity Employer

04/09