



**CLARK COUNTY
DEPARTMENT OF PARKS & RECREATION**

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

www.accessclarkcounty.com

Part-Time Employment

For the position of: PROGRAM ASSISTANT

Location: Parkdale Community Center

Christina Sowinski, Acting Recreation Program Supervisor
3200 Ferndale St
Las Vegas, NV 89121
(702) 455-7517 Phone

SALARY

\$7.25 - \$8.00 Hourly

OPENING DATE: April 2009

CLOSING DATE: Until Filled

ABOUT THE POSITION:

Responsible for organizing and implementing youth games and activities; providing front line customer service to parents and participants; set up and break down of activities; maintaining accurate paperwork; following County and Department policies and procedures, supply inventory; and 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: One

MINIMUM REQUIREMENTS

Education and Experience: Equivalent to graduation from high school.

Preferred Qualifications: Previous paid or volunteer recreation experience is preferred.

Working Conditions: This position will work various days, evenings and/or weekends including holidays when necessary. This position may require working outdoors with exposure to extreme weather conditions.

Physical Demands: Must be able to lift 50 lbs.

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.accessclarkcounty.com/depts/parks/Documents/Application.pdf>.

Clark County Is An Equal Opportunity Employer

04/09

