



**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: Recreation Assistant (Weekend Lead)**

**Location: Clark County Museum**

1830 S. Boulder Hwy, Henderson NV 89002  
(702) 455-7955 Phone / (702) 455-7968 Fax  
[ccmuseum@clarkcountynv.gov](mailto:ccmuseum@clarkcountynv.gov)

---

**SALARY**

\$18.54 Hourly

**OPENING DATE:** December 4, 2025

**CLOSING DATE:** Until filled

**ABOUT THE POSITION:**

The Clark County Museum seeks a qualified and enthusiastic candidate to lead weekend operations as the Recreation Assistant (Weekend Lead). This is a dynamic, customer-facing role ideal for individuals passionate about museums, public engagement, and operational leadership.

Key Responsibilities:

- Oversee daily museum operations during weekend hours
- Serve as the primary contact for the museum in the absence of full-time staff
- Provide guided tours to visitors, ensuring an engaging and informative experience
- Support collections and exhibit staff with daily tasks as needed
- Perform routine Recreation Assistant duties, including:
  - Answering phones and handling customer inquiries
  - Operating a point of sales system and performing cash handling
  - Stocking and organizing merchandise in the museum store
  - Opening, monitoring, and securing all buildings
  - Completing other duties as assigned to support museum operations

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.

**MINIMUM REQUIREMENTS**

**Education and Experience:** Applicant must have a high school diploma or equivalent. Applicants must be able to demonstrate initiative and good communication and customer service skills (i.e. working with the public).

**Preferred Qualifications:** Strong interpersonal and communication skills, experience in customer service, retail, museums, or related fields preferred. Applicant must have ability to work independently and take initiative, reliability and attention to detail, and be flexible and adaptable to changing priorities.

**Working Conditions:** The primary schedule for this position is 8:30am – 4:45pm Saturday and Sunday and all holidays. This position may also work morning, day or evening shifts. Half of the museum is outdoors.

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

**Clark County Is An Equal Opportunity Employer**

**APPLICATION PROCESS:**

Applications can be picked up at any Parks & Recreation facility or can be downloaded at [https://www.clarkcountynv.gov/government/departments/parks\\_recreation/services/employment](https://www.clarkcountynv.gov/government/departments/parks_recreation/services/employment)

Please submit applications to [ccmuseum@clarkcountynv.gov](mailto:ccmuseum@clarkcountynv.gov)