



**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 - Programs & Stewardship

Location: Clark County Wetlands Park

Crystalaura Jackson, Program Supervisor
7050 Wetlands Park Lane, Las Vegas, NV 89122
(702) 455-7522 Phone / (702) 455-8747 Fax
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SALARY

\$14 - \$15 Hourly DOE

OPENING DATE: February 1, 2026

CLOSING DATE: When filled.

ABOUT THE POSITION:

Clark County Wetlands Park is looking for a qualified candidate to assist with public environmental educational programs and stewardship programs. This position is responsible for scheduling, coordinating, leading, evaluating, and developing curriculum for Environmental Education and Interpretive Programs for youth and adults.

JOB DESCRIPTION:

- Facilitate educational experiences, interact with visitors, and promote the importance and significance of the Park
- Familiarity with public stewardship programs and outcomes, or a desire to learn
- Develop and implement new curriculum as well as deliver existing curriculum for Interpretive Programs
- Coordinate and train volunteers
- Ability to work outdoors in hot and cold temperatures, and in mud, muck, and other wetlands-related conditions
- Greet visitors, demonstrate interpretive proficiencies, and promote responsible recreation throughout the Park
- A passion for interacting with Clark County Wetlands Park (Park) visitors, including a comfort working with children of all ages and abilities
- Conduct roving interpretation in the Nature Preserve
- Assist with the operations and management of the Nature Center, which may include a variety of administrative tasks
- Assist staff with ongoing projects, including the planning, creation, and delivery of special events and other public programming

Activities and Responsibilities:

Shadow staff and volunteers to gain knowledge and skills in facilitating educational and recreational experiences. Participate in a variety of professional development opportunities, including learning about the plants and animals of the Nature Preserve.

Other responsibilities include:

- Ensure the preservation of park resources and the safety and quality of experience for Park visitors
- Answer visitor questions, and/or refer visitors to appropriate sources of information
- Follow all Clark County Department of Parks & Recreation policies and procedures
- Computer proficiency
- Represent the Wetlands Park in a positive manner to the community

Part-time employment will not lead to permanent employment. Part-time hourly employees will be scheduled twenty (20) hours per week or less. This role can expect between 16 and 20 hours per week. Part-time employees do not receive benefits. Clark County Is An Equal Opportunity Employer.

OF VACANCIES: 1 (one)

MINIMUM REQUIREMENTS:

Education and Experience: Must be 18 years of age, have a high school diploma and have experience working with elementary and/or secondary school students or other leadership and teaching experience. Valid Nevada driver's license required.

Preferred Qualifications: Curriculum/program development and evaluation, experience with environmental education and/or other STEM disciplines.

Characteristics and Qualifications

Applicants should have excellent organizational skills, be enthusiastic, willing to learn, and willing to teach others by utilizing best practices in education about the environment. Be able to demonstrate understanding of informal (or formal) science education and knowledge of local natural or cultural history. Be able to solve problems and think critically, both alone and in a team. Be able to use Microsoft Office, including Outlook, Word, Excel, PowerPoint, and Access. Familiarity with Adobe Creative Suite or Canva a plus. Excellent customer service skills in a recreation setting are preferred.

Desired but not required: Certifications in informal education desired, such as: National Association of Interpretation, Project Wild, or Nevada Naturalists. Bilingual Spanish language skills a plus.

Working Conditions: This position may work days, evenings, and/or weekends. Total hours will be assigned as necessary for a total of between 16 and 20 hours per week. Must be able to lift up to 25 pounds, work outside in all climates, and be able to safely operate a golf cart and various other tools and equipment.

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

<https://www.clarkcountynv.gov/adobe/assets/urn:aaid:aem:bb546484-62ee-4b7c-8dc3-384f454c6f54/original/as/part-time-employment-application-fillable.pdf>

Email completed applications to wetlands@clarkcountynv.gov or deliver to 7050 Wetlands Park Lane, Las Vegas NV 89129.