



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 for Public Art

Part-Time Position

(Poetry Coordinator)

Location: Public Arts Office

2911 Sunset Rd, Las Vegas, NV 89120

Phone (702) 455-8685

poetry@ClarkCountyNV.gov

SALARY

\$20.00 Part-Time Hourly, no more than 10 hours per week

OPENING DATE: 8/19/2025

CLOSING DATE: 9/1/2025

ABOUT THE POSITION:

The Public Arts Office is seeking for a creative, energetic, and organized recreation assistant with a passion for community engagement and poetry to coordinate Clark County Poetry, including the Ink Well Program, the Poet Laureate Program, and poetry in our community. Duties include developing and collaborating on events, creating vendor paperwork, marketing, and attending programming events, classes and workshops. Communication and organization are key factors in the success of this program.

Work schedule in office is Monday and Wednesday 7:00 am to 12:00 pm or 12:00 pm to 5:00 pm. In addition to the 10 hours of week staff member must be available for workshops, meetings, etc. outside of this time period. Work commitment is 10 hours per week. Work locations vary between the multiple community centers throughout unincorporated Clark County, but main reporting location is Public Arts Office. 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: Candidate must be 18 years of age. High school diploma or equivalent is a must.

Preferred Qualifications: Applicants must be able to work with minimal instruction, leadership, and supervision with a positive attitude.

Licensing and Certification: First aid, CPR, and AED certification may be required.

Working Conditions: Part-time work, able to lift, must hold a current driver's license,

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

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>

Submit your application to: poetry@ClarkCountyNV.gov

Clark County Is An Equal Opportunity Employer

04/09