



## 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 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](mailto:poetry@ClarkCountyNV.gov)

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### **SALARY**

\$19.00 Part-Time Hourly, no more than 10 hours per week

**OPENING DATE:** October 14, 2024

**CLOSING DATE:** November 4, 2024 , or the first 25 applicants

### **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 vender paperwork, marketing, and attending programming events, classes and workshops. Communication and organization are key factors in the success of this program.

Work schedule will vary due to availability of office, workshops, meetings, etc. 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:**

**Clark County Is An Equal Opportunity Employer**

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:**  
[ccpublicart@clarkcountynv.gov](mailto:ccpublicart@clarkcountynv.gov)