



togetherforbetter

**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:** Front Desk

**Location:** Silverado Ranch Community Center  
Michelle Chamberlain, Recreation Supervisor  
9855 Gilespe St, Las Vegas, NV 89183  
[chamberlinm@ClarkCountyNV.gov](mailto:chamberlinm@ClarkCountyNV.gov)

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**SALARY**

\$12.00-\$14.00 hourly, depending on experience

**OPENING DATE:** September 14, 2023

**CLOSING DATE:** Until Filled

**ABOUT THE POSITION:**

The Silverado Ranch Community Center is seeking part-time front-line employees to work at the Front Desk. Duties include answering telephones, answering customer inquiries (both via telephone and in-person), registering participants utilizing registration software, money handling, providing programming information, and other duties as assigned.

**# OF VACANCIES:** Multiple

**MINIMUM REQUIREMENTS**

**Education:** High school diploma or equivalent is required.

**Experience & Qualifications:** Candidate must be 18 years of age. Applicant must be able to demonstrate good communication and customer service skills. Experience using a POS and registration software along with knowledge of Microsoft applications. Bilingual is preferred but not required. We are seeking community and safety-oriented individuals, with a desire to share their passion for recreation with a wide range of age groups and people.

**Licensing and Certification:** First aid, CPR, and AED certification recommended within the first 60 days of employment.

**Working Conditions:** This position may consist of working days, evenings and/or weekends.

**Background Investigations:** Employment is contingent upon the results of a background investigation and pre-employment drug testing.

**APPLICATION PROCESS:**

Applications can be picked up at any Parks & Recreation facility or can be submitted by clicking [here](#).

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.

**Clark County Is An Equal Opportunity Employer**