

Job Title by Department	Department	Position Type	Summary	Minimum Requirements	Shifts Available	Location(s)
Operations & Guest Services (Facilities)						
Assistant Gymnastics Director	Facilities	PT	Oversees our gymnastics program. Responsible for directing and training coaches; prepares and maintains reports and documentation; coordinates daily activities and meets, leads participants and fosters a positive, challenging and rewarding atmosphere.	High school diploma or recognized equivalent and a minimum of 2 years experience in youth coaching. Requires project management and leadership abilities.	Mon-Sun: 1PM - 8PM	Indio CC
Center Director	Facilities	FT	<ul style="list-style-type: none"> - Oversees the daily operations of a community center - Provides a clean, fun and safe environment for team members and guests - Manages a team of recreation leaders and assistant center directors - Ensures the highest level of customer service - Develops community-based programs 	Bachelor's degree (in related field preferred) and three (3) years of supervisory experience in recreation or facility management.	Generally Mon-Fri 8AM-5PM; holidays, weekends, evenings as needed	Palm Desert CC
Gymnastics Instructor/Coach	Facilities	PT	Responsible for instructing daily programs, workouts and meets, fostering a positive and challenging atmosphere.	Looking for entry level and experienced coaches.	Mon- Sun: 3PM - 8PM	Indio CC
Park Ambassador	Facilities	PT	Duties include opening/closing park facilities, maintaining cleanliness & enforcing rules.	High School Diploma or equivalent. Customer service experience. Requires valid driver's license.	Mon- Sun: 2PM - 10PM	Palm Desert CC
Recreation Leader/Guest Services Associate	Facilities	PT	Duties include helping guests in gyms, selling memberships/concessions, registering participants in programs, maintaining facility cleanliness, enforcing facility rules.	High School Diploma or equivalent. Customer service experience. Some recreation experience preferred.	Mon - Sun: 10AM - 2PM; 3PM - 9:30PM (Indio) / 1:30PM - 9:30PM Mon - Fri & 10AM - 2PM Sat (Palm Desert)	Indio CC, Palm Desert CC,
Skate Park Recreation Leader/Guest Service Associate	Facilities	PT	Duties include monitoring skate park guests, maintaining cleanliness & enforcing rules.	High School Diploma or equivalent. Customer service experience.	Mon- Fri: 6AM - 2PM	Palm Desert CC Skate Park
GOLF CENTER						
Golf Instructor	Facilities	Ind. Contcr	Responsible for Junior Golf Learning and Development programs. Be willing to conduct "Free Clinics"	Possess LPGA – PGA or other Golf Academy credentials.	Open	Palm Desert Golf Center
Golf Instructor - Affiliate	Facilities	Affiliate	You may rent the space to give your golf instructions.	N/A	Open	Palm Desert Golf Center
Golf Pro-Starter	Facilities	PT	Responsible for coordinating course play, recording data and fee collection. Requires a background in the golf industry and flexible work schedule.	Golf experience required. Must work well with numbers. Computer knowledge is helpful.	Mon- Sun: 7:30AM– 1:00 PM & 12:30PM– 5:30 PM	Palm Desert Golf Center
Golf Range Attendant	Facilities	PT	Duties include gathering balls, putting away range carts and maintaining golf course and golf cart cleanliness.	Customer service experience. Some golf experience preferred.	Mon- Sun: 12:00 PM– 6:00 PM	Palm Desert Golf Center

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Maintenance & Technical Services						
Building Maintenance Worker	Maintenance	PT	Duties include simple electrical work, plumbing, rough carpentry, painting, finishing work (taping/texturing dry wall), and basic equipment & facility repairs.	High School Diploma or equivalent and light construction & building maintenance experience. Must be bilingual (English/Spanish).	Mon- Sun: 6AM - 2:30PM	Works at all District facilities
Recreation & Leisure Services (Youth Development)						
FITNESS & WELLNESS						
Aquatics						
Aquafit Instructor	YD	Seasonal	<ul style="list-style-type: none"> Plan, organize and conduct safe, enjoyable fitness classes for each age and level of ability Ensure that classes meet health and safety standards 	<ul style="list-style-type: none"> Certified Fitness Instructor (according to the FLAC) Accredited Certification – ?? Certified - ?? Current CPR/Emergency First Aid/CPR (C) Experience teaching aquafit classes 		Valley wide
Aquatics Receptionist	YD	Seasonal	<ul style="list-style-type: none"> Cash duties including sales, registration, and balancing Answer counter and telephone inquiries Distribute and control program equipment supplies 	<ul style="list-style-type: none"> Organizational, administrative and public relations skills Experience operating a cash register Current CPR/Emergency First Aid or Standard First Aid 		Valley wide
Cashier/Hostess	YD	Seasonal	<ul style="list-style-type: none"> Monitor access to facility Perform cash handling and other administrative duties Provide assistance to public as required 	<ul style="list-style-type: none"> Good administration and customer service skills Computer operation/typing Experience with a cash register Current CPR/Emergency First Aid 		Valley wide
Swimming Integration Facilitator	YD	Seasonal	<ul style="list-style-type: none"> Promote positive attitude towards integrating persons with disabilities into recreational programs Select appropriate programs and facilitate staff discussions regarding any adaptations required to meet participant needs Provide support for persons with special needs to access aquatic programs 	<ul style="list-style-type: none"> Experience working with individuals with disabilities (community/recreational setting preferred) Valid C driver's license and use of a vehicle is preferred Knowledge of recreational program planning Proficient swimming skills Bronze Medallion and Bronze Cross preferred Current CPR/Emergency First Aid 	Saturdays 10 to 1pm	Valley wide

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Sports/Dance/Fitness						
Adult Sports Instructor	YD	PT during school year (Sept-June)	<ul style="list-style-type: none"> Plan, organize and conduct technically sound programs in: volleyball, basketball, badminton or a variety of sports Assess and monitor participants and adjust program content accordingly 	<ul style="list-style-type: none"> Training experience in specific area to be taught Degree, diploma or certification in specialized area desired Current CPR/Emergency First Aid 	Monday – Friday: 6 pm to 10 pm Sat. 10 am to 1pm	Valley wide
Adult Sports Leader	YD	PT during school year (Sept-June)	<ul style="list-style-type: none"> Organize and lead programs in one of the following sports: volleyball, basketball, badminton, or a variety of sports Assess and monitor participants and adjust program content accordingly Complete and maintain program records and reports Assist in tournaments or special events 	<ul style="list-style-type: none"> Technical experience in a specific sport Teaching and leadership experience Current CPR/Emergency First Aid 	Monday – Friday: 6 pm to 10 pm Sat. 10 am to 1pm	Valley wide
Cycling Instructor	YD	Seasonal	<ul style="list-style-type: none"> Organize and implement course delivery for the following courses: <ul style="list-style-type: none"> Adult Learn to Ride 1 & 2 Kids CAN-BIKE 1 CAN-BIKE 1 & 2 Cycling Freedom for Women Pre-course phone calls to verify cycling routes Co-ordinate with co-instructor (if applicable) Complete administrative tasks Maintain a safe and supportive learning environment 	<ul style="list-style-type: none"> CAN-BIKE 2 and CAN-BIKE Instructor Certificates Emergency First Aid Must have own bicycle that complies with the HTA and approved helmet 		Valley wide
Fitness Instructors	YD	PT	<ul style="list-style-type: none"> Plan, organize and conduct safe, enjoyable fitness classes for each age and level of ability Ensure that classes meet health and safety standards 	<ul style="list-style-type: none"> Experience in teaching a variety of fitness classes CPR certificate Current CPR/Emergency First Aid 	Monday – Saturday am and pm classes available	Indio Community Center Palm Desert Community Center La Quinta Community Center Mecca Community Center Thousand Palms Community Center
Martial Arts Instructor	YD	PT	<ul style="list-style-type: none"> Help plan and conduct judo and/or karate classes for children Evaluate participants and complete achievement records 	<ul style="list-style-type: none"> Blue Belt, with accreditation from Judo Ontario and/or the Ontario Karate Association Sound knowledge of judo or karate skills and techniques Experience teaching children preferred Brown Belt preferred Current CPR/Emergency First Aid 	Days & Times: Monday – Friday evenings, Saturdays 10 am to 1pm	Indio Community Center La Quinta Community Center Mecca Community Center Palm Desert Community Center Thousand Palms Community Center

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Pilates/Yoga Instructor	YD	PT	<ul style="list-style-type: none"> Plan, organize and conduct yoga classes Assess and monitor participants, and adjust program content accordingly 	<ul style="list-style-type: none"> Certification in yoga Experience teaching yoga classes to adults Current CPR/Emergency First Aid 	Monday – Saturday am and pm classes available	Indio Community Center Palm Desert Community Center La Quinta Community Center Mecca Community Center Thousand Palms Community Center
Sports Instructors	YD	PT during school year (Sept-June)	<ul style="list-style-type: none"> Plan , organize and conduct technically sound programs in: volleyball, basketball, soccer, badminton, or a variety of sports Assess and monitor participants and adjust program content accordingly 	<ul style="list-style-type: none"> Training experience in specific area to be taught Degree, diploma or certification in specialized area desired Current CPR/Emergency First Aid 	Monday – Friday: 3:00 to 6 :00 pm Sat. 10 am to 1pm	Valley wide
Sports Leader	YD	PT during school year (Sept-June)	<ul style="list-style-type: none"> Organize and lead programs in one of the following sports: volleyball, basketball, soccer , badminton, or a variety of sports Assess and monitor participants and adjust program content accordingly Complete and maintain program records and reports Assist in tournaments or special events 	<ul style="list-style-type: none"> Technical experience in a specific sport Teaching and leadership experience Current CPR/Emergency First Aid 	Monday – Friday: 3:00 to 6 :00 pm Sat. 10 am to 1pm	Valley wide
Tai Chi Instructor	YD	PT	<ul style="list-style-type: none"> Plan, organize and conduct tai chi classes Assess and monitor participants, and adjust program content accordingly 	<ul style="list-style-type: none"> Certification in tai chi Experience teaching tai chi classes to adults Current CPR/Emergency First Aid 	Monday – Saturday am and pm classes available	Indio Community Center Palm Desert Community Center La Quinta Community Center Mecca Community Center Thousand Palms Community Center
Tennis Instructor	YD	Seasonal	<ul style="list-style-type: none"> Organize and conduct tennis lessons for a variety of ages and levels Evaluate participants and complete achievement records 	<ul style="list-style-type: none"> Tennis Association Instructor Certificate Level 1 Experience teaching tennis preferred Current CPR/Emergency First Aid 	<ul style="list-style-type: none"> October to June Days & Times: 2 days/ week 3:30 to 5:30 Saturdays 10am to 12 noon 	Valley wide

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SPECIALTY PROGRAMS						
Community Instructors						
Adult Instructor (other)	YD	PT during school year (Sept-June)	Positions available in: ballroom dancing, watercolor art and ceramics <ul style="list-style-type: none"> Independently plan, organize and conduct a specialty program for preschoolers, children, youth or adults Ensure that program facility meets health and safety standards 	<ul style="list-style-type: none"> Experience planning and instructing specialty programs Formal training in the specialty are preferred (dance, drama, arts and crafts, music, gymnastics, nature etc.) Current CPR/Emergency First Aid 	Monday – Friday: 3:00 to 6 :00 pm Sat. 10 am to 1pm	Valley wide
Adult/Youth Instructor	YD	PT during school year (Sept-June)	Positions available in: fitness, weight room, kickboxing, and ballroom, line, Latin and hip-hop dancing. <ul style="list-style-type: none"> Independently plan, organize and conduct a specialty program for preschoolers, children, youth or adults Ensure that program facility meets health and safety standards 	<ul style="list-style-type: none"> Experience planning and instructing specialty programs Formal training in the specialty are preferred (dance, drama, arts and crafts, music, gymnastics, nature etc.) Current CPR/Emergency First Aid 	Monday – Friday: 3:00 to 6 :00 pm Sat. 10 am to 1pm	Valley wide
Children's Instructor	YD	PT during school year (Sept-June)	Positions available in soccer, basketball and a variety of sports positions, drama and computers <ul style="list-style-type: none"> Independently plan, organize and conduct a specialty program for preschoolers, children, youth or adults Ensure that program facility meets health and safety standards 	<ul style="list-style-type: none"> Experience planning and instructing specialty programs Formal training in the specialty are preferred (dance, drama, arts and crafts, music, gymnastics, nature etc.) Current CPR/Emergency First Aid 	Monday – Friday: 3:00 to 6 :00 pm Sat. 10 am to 1pm	Valley wide
Preschool Instructor	YD	PT during school year (Sept-June)	<ul style="list-style-type: none"> Independently plan, organize and conduct a specialty program for preschoolers, children, youth or adults Ensure that program facility meets health and safety standards 	<ul style="list-style-type: none"> Experience planning and instructing specialty programs Formal training in the specialty are preferred (dance, drama, arts and crafts, music, gymnastics, nature etc.) Current CPR/Emergency First Aid 	Monday – Friday: 3:00 to 6 :00 pm Sat. 10 am to 1pm	Valley wide

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CHILDREN'S PROGRAMS						
Children's Art Instructor	YD	PT during school year (Sept-June)	<ul style="list-style-type: none"> Plan, organize and implement creative instructional art, hobby, or craft classes for children Ensure that all equipment and supplies are maintained Assist in supervising part-time staff 	<ul style="list-style-type: none"> Minimum two years teaching experience Technical or practical training in one of: drawing, painting, cartooning, graphics, animation, sculpture, cooking, crafts, puppetry, woodworking or model making Current CPR/Emergency First Aid 	Monday – Friday 2:30 pm to 6:00pm	Valley wide
Children's Dance Instructor	YD	PT during school year (Sept-June)	<ul style="list-style-type: none"> Plan; implement, conduct dance classes (tap, ballet, jazz, creative movement, etc.) for children 2 1/2-14 years of age Organize parents' open house days 	<ul style="list-style-type: none"> Technical and practical training at advanced level in one or more of the above dance disciplines Experience teaching dance programs and participating in dance classes Program planning and leadership skills Current CPR/Emergency First Aid 	Monday – Friday 2:30 pm to 6:00pm	Valley wide
Children's Music Instructor	YD	PT during school year (Sept-June)	<ul style="list-style-type: none"> Plan and implement creative instructional music programs for children Ensure that necessary equipment and supplies are available Maintain records and reports 	<ul style="list-style-type: none"> Technical and practical skills in relating to the planning and teaching children Experience teaching children preferred Current CPR/Emergency First Aid 	Monday – Friday 2:30 pm to 6:00pm	Valley wide
Children's Program Leader	YD	PT during school year (Sept-June)	<ul style="list-style-type: none"> Plan, organize, and lead a children's recreation Program Ensure that all equipment and supplies are available and in safe condition 	<ul style="list-style-type: none"> Experience working with children Strong program planning skills Current CPR/Emergency First Aid 	Monday – Friday 2:30 pm to 6:00pm	Valley wide
Children's Senior Program Leader	YD	PT during school year (Sept-June)	<ul style="list-style-type: none"> Plan, supervise and administer a children's recreation program Evaluate program and make recommendations Assist in staff selection, training and supervision 	<ul style="list-style-type: none"> Experience working with children Good supervision and program planning skills Recognized formal training preferred Current Standard First Aid 	Monday – Friday 2:30 pm to 6:00pm	Valley wide

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Children's Theatre Instructor	YD	PT during school year (Sept-June)	<ul style="list-style-type: none"> Plan, organize and lead creative theatre programs for children Ensure that all equipment and supplies are available Maintain program records and reports 	<ul style="list-style-type: none"> Technical or practical training in acting, drama, or musical theatre Experience teaching children preferred Current CPR/Emergency First Aid 	Monday – Friday 2:30 pm to 6:00pm	Valley wide
Preschool Program Leader	YD	PT	<ul style="list-style-type: none"> Plan, organize, and lead a preschool recreation program Ensure that necessary equipment and supplies are available and perform administrative tasks to support the program 	<ul style="list-style-type: none"> Experience working with children Strong program planning skills Current CPR/Emergency First Aid 	Monday – Friday 8:30 - 12 :30 pm	Indio Community Center Palm Desert Community Center La Quinta Community Center Mecca Community Center Thousand Palms Community Center
Preschool Senior Program Leader	YD	PT	<ul style="list-style-type: none"> Plan, organize, lead and evaluate a preschool recreation program Assist in staff selection, training, and supervision Perform administrative tasks to support program 	<ul style="list-style-type: none"> Completion of an E.C.E. diploma preferred Experience with preschool programs Current CPR/Emergency First Aid 	Monday – Friday 8:30 - 12 :30 pm	Indio Community Center Palm Desert Community Center La Quinta Community Center Mecca Community Center Thousand Palms Community Center
Youth Program Leader	YD	PT	<ul style="list-style-type: none"> Plan, organize, and lead a youth recreation program Ensure that equipment and supplies are available and meet safety standards 	<ul style="list-style-type: none"> Experience with youth programs preferred Strong program planning skills Current CPR/Emergency First Aid Period of Employment	Monday – Friday 3:00 – 6:00 pm Saturdays 10 – 1pm	Valley wide
Youth Senior Program Leader	YD	PT	<ul style="list-style-type: none"> Plan, organize, administer and lead a youth recreation program Assist in staff selection, training, and supervision Ensure that the program meets all health and safety standards 	<ul style="list-style-type: none"> Experience with youth programs Post-secondary education in recreation or related field preferred Good supervision and programming skills Current CPR/Emergency First Aid 	Monday – Friday 3:00 – 6:00 pm Saturdays 10 – 1pm	Valley wide

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INCLUSION & SUPPORT						
Integration Facilitator	YD	PT during school year (Sept-June)	<ul style="list-style-type: none"> • Promote positive attitude towards integrating persons with disabilities into recreational programs • Select appropriate programs and facilitate staff discussions regarding any adaptations required to meet participant needs 	<ul style="list-style-type: none"> • Experience working with individuals with disabilities (community/recreational setting preferred) • Valid C driver's license and use of a vehicle preferred • Knowledge of recreation program planning skills • Current CPR/Emergency First Aid 		Valley wide