



City of La Quinta

## PART TIME RECREATION LEADER - WELLNESS CENTER/EVENTS

<b>SALARY</b>	\$21.51 - \$30.22 Hourly	<b>LOCATION</b>	City of La Quinta, CA, CA
<b>JOB TYPE</b>	Part-Time	<b>JOB NUMBER</b>	2026-00343
<b>DEPARTMENT</b>	Community Services	<b>DIVISION</b>	Wellness Center/Events
<b>OPENING DATE</b>	06/02/2026	<b>CLOSING DATE</b>	6/16/2026 5:00 PM Pacific

### Description

Are you passionate about serving your community and enjoy working in a fun, active environment? The City of La Quinta is excited to announce an opening for a Recreation Leader in the Community Services Department/Wellness Center. Recreation Leaders support daily Wellness Center operations, recreational programs, facility and park rentals, and community events that bring residents and visitors together.

Located next to the La Quinta Library and City Hall, the Wellness Center is a welcoming hub offering recreation, fitness opportunities, senior services, social engagement, and year-round programming. The Center features a fully equipped fitness facility, multiple classroom spaces, and a large multipurpose room used for programs, meetings, and private celebrations.

The City is seeking a dependable, flexible, and customer-service-oriented team member who communicates well, works collaboratively, and is comfortable supporting a variety of programs, activities, and events. This role requires availability to work holidays, weekends, early mornings, and evenings.

If you enjoy helping others, supporting community programs, and working in a positive, team-focused environment, the City would love to hear from you.

### Example of Duties

- Assists staff with recreation programs, events, and activities at City facilities/parks and offsite locations.
- Ensures safety procedures are followed.
- Performs training of new employees in work duties and procedures as assigned.
- Processes payments and handles cash and credit cards for program registrations, fitness/golf card memberships, facility rentals, and community events.
- Provides customer service by resolving guest concerns, registering guests for classes/programs, updating guest profiles, and assisting with general questions.
- Provides oversight of facilities and facility rentals.
- Repetitively prepares, sets up, and cleans park spaces, fitness equipment for recreation programs/activities/events, facilities, and facility rentals.
- Works independently at off-site locations, including parks or public facilities.
- Performs related duties as assigned.

Duties reflected only represent the core areas of responsibilities; specific position assignments will vary depending on the department's needs.

## Typical Qualifications

### MINIMUM QUALIFICATIONS:

#### **Education and Experience**

Sixteen (16) years of age and experience related to the area of assignment preferred; or an equivalent combination of education and experience sufficient to successfully perform the job's essential duties.

#### **Licensing/Certifications**

- CPR/First Aid Certification within ninety (90) days of employment.
- Valid Class "C" California driver's license may be required.

## Supplemental Information

### KNOWLEDGE OF:

- Appropriate safety precautions and procedures within the assigned area and safety standards.
- Basic principles and practices of recreation and leisure services program development and implementation.
- General office operations, functions, and procedures.
- Methods and techniques of first aid and CPR.
- Methods and techniques of organizing and directing assigned recreation activities/events.
- Principles and practices of record keeping.
- Rules and equipment used in various recreational activities and events.
- Services and activities of assigned recreation activities and programs.

### SKILL IN:

- Assisting in organizing and monitoring various recreation activities or specific recreation programs.
- Communication and interpersonal skills, as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
- Comprehending a variety of reference books and manuals, including attendance sheets and reference materials.
- Entering data into applicable systems.
- Maintaining and balancing a cash drawer.
- Maintaining effective working relationships with peers, public, and staff.
- Performing basic math computations such as addition, subtraction, multiplication, and division.
- Providing customer service.
- Using sound judgment to solve routine and non-routine issues with little or no direction.

### WORKING CONDITIONS/PHYSICAL DEMANDS

Must be able to work flexible hours, including early mornings, evenings, weekends, and holidays.

Incumbents in this position work in indoor and outdoor recreational environments and experience exposure to heat, cold, noise, wind, dust, and other extreme weather conditions.

Positions in this class typically require standing, sitting, walking, lifting, carrying, pushing/pulling, reaching, handling, fine dexterity, kneeling, crouching, crawling, bending, twisting, climbing, balancing, vision, hearing, and talking. Requires walking or standing for long periods.

Medium Physical Demands: Exerting up to 20 to 50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.

### SELECTION PROCESS

Candidates who meet the minimum qualifications and whose interests and experience appear to meet the desired

qualifications of the position will be invited to participate in the next steps of the recruitment process, which may include:

- Skills Assessment Exam/Exercise
- Panel Interview/Oral Exam

### **IMPORTANT NOTICE**

The City of La Quinta employees are registered as Emergency Disaster Workers and must take an oath. In the event of a declared emergency, City employees shall initially remain at work or, if recalled, shall report to work after completing critical personal and family emergency responsibilities.

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#### **Employer**

City of La Quinta

#### **Address**

78495 Calle Tampico

La Quinta, California, 92253

#### **Phone**

760-777-7119

#### **Website**

<https://www.governmentjobs.com/careers/laquinta>

## **PART TIME RECREATION LEADER - WELLNESS CENTER/EVENTS Supplemental Questionnaire**

### **\*QUESTION 1**

**Do you have a high school diploma or GED equivalent?**

- Yes
- No

### **\*QUESTION 2**

**How many years of experience do you have in recreation, community, and/or fitness programming?**

- None
- 1 year
- 2 years
- 3 years
- 4 years
- 4 seasons or more

### **\*QUESTION 3**

**Do you have experience in community events?**

- Yes
- No

### **\*QUESTION 4**

If you answered "yes" to question number 3, please describe the types of community events you supported and outline your specific role in each. If you answered "No," please respond with N/A.

**\*QUESTION 5**

List three (3) reasons why you are interested in working for the City of La Quinta as a Recreation Leader.

**\*QUESTION 6**

Please describe your experience with customer service. If none, please indicate N/A in the text box.

**\*QUESTION 7**

The Community Services/Recreation Leader requires a variable schedule that changes from week to week, year-round, which includes early mornings, evenings, weekends, and holidays based on operational needs. This also includes community events that are primarily scheduled on weekends outside of the weekly 7-day operation of the Wellness Center. A variable schedule is defined as a flexible, non-traditional work arrangement where an employee's hours, start/end times, or days worked change frequently rather than following a fixed, set routine. Are you able to meet this scheduling requirement?

Yes

No

**\*QUESTION 8**

Do you have any scheduling limitations that may affect your ability to meet the variable schedule requirement?

Yes

No

**\*QUESTION 9**

If you answered "Yes" on Question 8, please provide a summary of the limitations to meeting the variable scheduling requirement. If you answered "No," please respond with N/A.

**\*QUESTION 10**

To the best of my knowledge, I certify that my answers to the supplemental questions are true and accurate and that all relevant experience, education, certifications, licenses, and training are included on my application form. I understand that my answers are subject to verification and that any misrepresentation may be sufficient to eliminate me from further consideration for this position.

Yes

No

\* Required Question