

Employment Opportunities Summer Camps 2024



BENEFITS OF WORKING SUMMER CAMPS

- Additional 14% in pay per hour in lieu of benefits.
- Staff facility pass that provides access to weightroom, pool, skating, and selected drop-in fitness classes.
- Invaluable work experience.
- A lively and inclusive work environment.
- Opportunities for advancement and growth within the organization.

APPLICATION PROCESS

1. **Applications must be received by 4:00pm, Wednesday, March 20, 2024.**
2. Applicants will be considered for all positions that they are qualified for. If you wish to be considered for specific positions, please indicate on the attached application form.
3. Applicants under the age of 16 are required to complete the Parent Consent Form found on the Oak Bay Parks, Recreation & Culture Employment website page.
4. Late applications will be considered only after all applications received by closing date are processed.
5. Applicants will be contacted by e-mail if they are selected for an interview. Please ensure your e-mail address is clearly printed on the application form and please add humanresources@oakbay.ca to your safe list for incoming e-mails. Please note due to volume of applications we are only able to contact shortlisted applicants.



HIRING PROCESS

1. Shortlisted applicants will be contacted through e-mail by the start of April 2024.
2. Interviews will be conducted April 16-19, 2024. Team leader candidates will be contacted for a second interviews during April 24-May 1, 2024.
3. Shortlisted applicants will be required to provide an original Police Information Check with Vulnerable Sector Screening dated within one year, to be presented to Human Resources by specified date provided in request email. (Note: It is the applicants financial responsibility to obtain this.)
4. Selected applicants (including current staff) must submit their certification by Friday, May 31, 2024. You will not be considered for any position unless this paperwork is received.
5. Successful applicants will be offered positions by e-mail April 24-May 31, 2024

TRAINING PROCESS

1. Training will be held in person **Wednesday, June 12 (evening) and Saturday, June 15 (daytime), 2024.** Additional training may be required based on program/camp needs.
2. Some positions require staff to be available for up to 15 hours of camp specific lesson planning and training in addition to the training listed above. These sessions will take place in early June and will be held in the evenings. Team Leaders will contact their staff to arrange times and dates.



GENERAL INFORMATION

FINE ARTS

Arts & Crafts, Theatre, and Dance
Weekly registered camps for 5-14 year olds includes games, crafts, outdoor activities, and working toward a show for parents/guardians and campers each Friday.

SUMMER IN THE PARKS

Weekly registered outdoor based camp for 5-10 year olds that is packed with games, crafts, theme activities, water fun, and walking out trips.

TENNIS

Weekly registered camps for 5-14 year olds offer approximately 30 hours of instruction.

SKIDADDLE

Weekly registered camps for 5-12 year olds featuring beach trips, outdoor adventures, games, theme days, park visits, sports, and much more.

THEME

Preschool and School age
Weekly registered camps for 3-5 year olds (preschool) and 5-11 year olds (school age). These camps include various activities, out trips, games, and crafts all based on popular themes.

AQUA ADVENTURES

Weekly registered camp for ages 8-12 years old. This out trip based camp focuses on aquatic recreational activities that may include skim boarding, kayaking, stand up paddle boarding, and breach trips.

SPORTS/GOLF

Weekly registered camps for 3-14 year olds, offers various sport activities depending on the theme (may include tee-ball, floor hockey, soccer, and other indoor/outdoor games).

YOUTH

Weekly registered camps for 12-17 year olds, offer various indoor and outdoor activities. The Ultimate Youth Camp is an off location camp involving activities such as kayaking, ziplining, bubble soccer, and paintball.

OCEAN EXPLORERS/LAKE HOPPERS

Weekly registered camps for 6-12 year olds that are packed with nature/outdoor activities that includes lots of time in, on, and around water.



YOUTH INTERNSHIP PROGRAM (15-18 YRS)

AN OPPORTUNITY TO BUILD YOUR LEADERSHIP AND EMPLOYMENT READINESS SKILLS

Loved the summers at camp when you were a kid and always remember those great leaders and mentors?

Now is your chance to give back as a summer camp intern. The Youth Internship Program involves working in recreation with children, and gaining work experience over the summer. You will have the opportunity to build your leadership and employment readiness skills in a fun and supportive environment. There is a \$750 honorarium per candidate who successfully completes the program.

Applications accepted until May 15, 2024.

Email Ben Orr at borr@oakbay.ca for more information and to apply!

TEAM LEADER POSITIONS

Responsible for programs and activities conducted by Instructors and Attendants in camps for children aged 3-14 years.

Positions marked with an * up to 75 hours of preparation allotted to be done in May and June, 40 hours/week in July and August.

Rate: \$28.10/hr (\$24.65/hr + \$3.45/hr in lieu of benefits)

NOTE: All positions are Union CUPE Local 374. Pay rates are 2024. Positions marked with a mean up to 75 hours of preparation allotted to be done in May-June, and 40 hours/week in July-August. Requirements: refer to list on the bottom of the page

Duties will include:

- Program and lesson planning.
- Scheduling and purchasing supplies.
- Ensuring the safety of participants.
- Conducting staff meeting and program evaluations on site.
- Will be required to fill in for staff breaks, sickness or as required.
- Supervising and training a minimum of 4-8 staff.
- Assisting contracted programs and staff.

Qualifications:

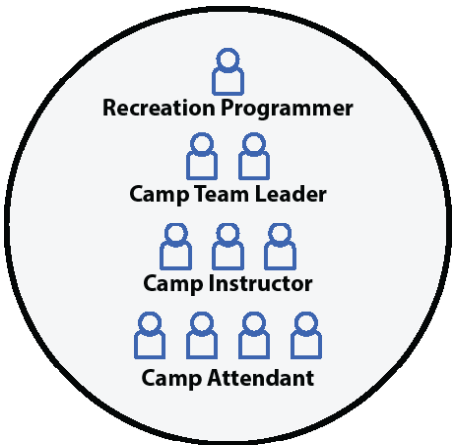
- Ability to work without direct supervision.
- Leadership and organizational experience.
- Program planning and supervisory experience.
- Experience working with children ages 3-14 years.
- Ability to work with the public in a diplomatic and tactful manner.
- Must have a vehicle (mileage will be reimbursed at current municipal rates)

HELPFUL HINT

A number of our summer positions require a Class 4 BC drivers license in order to drive the camp bus for various out trips. If you would like the opportunity to drive the camp buses for out trips this summer, don't hesitate in getting your license. The closer it gets to summer, the fewer road tests are available so book now!

For details check out the ICBC website at

www.icbc.com/driver-licensing/getting-licensed



REPORTING STRUCTURE

AQUATICS CAMPS

Location: Oak Bay Recreation Centre

Dates: Start dates vary – August 30

Times: Between 8:00am–5:00pm (up to 8 hrs per day)

Requirements: A, B, D

HENDERSON & WINDSOR CAMPS*

Location: Windsor Pavillion/Henderson Recreation Centre

Dates: Start dates vary - August 30

Times: Between 7:45am–5:00pm (up to 8 hours/day)

Requirements: A, B

NEIGHBOURHOOD LEARNING CENTRE CAMPS*

Location: Neighbourhood Learning Centre

Dates: Start dates vary – August 27

Times: Between 7:45am–5:00pm (up to 8 hours/day)

Requirements: A, B

SKIDADDLE & PARKS CAMPS*

Location: Windsor Pavillion/Oak Bay Recreation Centre

Dates: Start dates vary – August 30

Times: Between 7:45am–5:15pm (up to 8 hours/day)

Requirements: A, B

SUPPORT & INCLUSION

Location: Varies

Dates: Start dates vary - August 30

Times: Between 8:00am–5:00pm (up to 8 hours/day)

Requirements: A, B

TENNIS CAMPS & LESSONS

Location: Oak Bay Recreation Centre/Henderson

Recreation Centre/Carnarvon

Dates: Start dates vary – August 30

Times: 8:00am–6:00pm (up to 40 hours/week)

Requirements: A, C

CERTIFICATION REQUIREMENT LIST

- A. Emergency First Aid or Standard First Aid with CPR-C
- B. Class 4 BC Drivers License and Drivers Abstract
- C. Tennis Instructor Level 1
- D. National Lifeguard Award

Check out the position descriptions under *Requirements* to see what certifications you need!

INSTRUCTOR POSITIONS

Responsible for lesson planning, organizing, and instructing preschool and/or school age children in various camps. Positions will instruct and supervise up to 24 children. Activities will be based on camp type and other activities may be incorporated such as sports, games, swimming and out trips. Experience in the specific discipline is required.

Instructor Rate: \$26.40/hr-\$27.69/hr (\$23.16/hr-\$24.29/hr + \$3.24/hr-\$3.40/hr in lieu of benefits - 2024 rates)

Requirements: refer to list on page 3

ARTS & CRAFTS (1 POSITION)

Location: Neighbourhood Learning Centre
Dates: July 2–August 23 (excluding July 29-August 2)
Times: 8:15am–4:45pm (up to 40 hours per week)
Requirements: A

AQUA ADVENTURES CAMP (2 POSITIONS)

Location: Oak Bay Recreation Centre
Dates: July 2-August 30
Times: 8:30am-4:30pm (up to 40 hours per week)
Requirements: B, D

DANCE CAMPS (1 POSITION)

Location: Oak Bay High School
Dates: July 8–August 23
Times: 8:15am–4:45pm (up to 40 hours per week)
Requirements: A

GOLF CAMPS (2 POSITIONS)

Location: Henderson Recreation Centre
Dates: July 2–August 23
Times: 8:45am–4:45pm (up to 37.5 hours per week)
Requirements: A

LAKE HOPPERS CAMP (1 POSITION)

Location: Oak Bay Recreation Centre
Dates: August 6-August 30
Times: 8:30am-4:30pm (up to 40 hours per week)
Requirements: B, D

OCEAN EXPLORERS CAMP (1 POSITION)

Location: Oak Bay Recreation Centre
Dates: July 2-August 30
Times: 8:30am-4:30pm (up to 40 hours per week)
Requirements: D

PRESCHOOL THEME CAMPS (1 POSITION)

Location: Windsor Pavilion
Dates: July 2–August 23 (excluding August 6-9) Times:
9:15am–11:45am and 12:45–3:15pm (up to 32.5 hours
per week)
Requirements: A

SKIDADDLE (2 POSITIONS)

Location: Oak Bay Recreation Centre Dates:
July 2-August 30
Times: 7:45am-5:30pm (up to 40 hours per
week) Requirements: A

SCHOOL AGE THEME CAMPS (3 POSITIONS)

POSITION 1
Location: Henderson Recreation Centre
Dates: July 2–August 30 (excluding July 29-August 2)
Times: 8:15am–4:45pm (up to 40 hours per week)
Requirements: A

POSITION 2 & 3
Location: Neighbourhood Learning Centre
Dates: July 2–August 23 (excluding August 6-9)
Times: 8:15am–4:45pm (up to 40 hours per week)
Requirements: A

SPORTS CAMPS (1 POSITION)

Location: Henderson Recreation Centre
Dates: July 2–August 23
Times: 8:45am–4:45pm or 8:45am–12:15pm and 12:45–4:15pm
(up to 40 hours per week)
Requirements: A

SUMMER IN THE PARKS CAMPS (1 POSITION)

Location: Windsor Park Pavilion
Dates: July 2–August 23
Times: 8:15am–4:45pm (up to 40 hours per week)
Requirements: A

SUPPORT & INCLUSION (10+ POSITIONS)

Provides 1:1 and small group support for campers.
Location: Varies
Dates: July 2-August 30
Times: Varies. Shifts are dependent on support funding and
partnerships with Island Health.
Requirements: A

Provision of valid COVID-19 proof of vaccination (Due to the nature of this position, the Vancouver Island Health Authority mandatory vaccination policy is applicable and requires the submission of valid proof of full vaccination status against COVID-19 as a condition of employment).

THEATRE CAMPS (1 POSITION)

Location: Oak Bay High School
Dates: July 8–August 23
Times: 8:15am - 4:45pm (up to 40 hours per week)
Requirements: A

YOUTH CAMPS (1 POSITION)

Location: Oak Bay Recreation Centre
Dates: July 8-August 30
Times: 9:30am–5:30pm (hours and days vary based on
registration numbers)
Requirements: A, B

ATTENDANT POSITIONS

Assists with the planning, organizing and implementation of a variety of camps for preschool and/or school age children. Attendants are responsible for the supervision of up to 10 children and leading activities which could include swimming, sports, games, crafts, theme activities and out trips.

Attendant Rate: \$21.55/hr (\$18.90/hr + \$2.65/hr in lieu of benefits - 2024 rates)

Lifeguard Rate: \$25.25/hr (\$22.15/hr + \$3.10/hr in lieu of benefits - 2024 rates)

AFTER CAMP CARE (2 POSITION)

Location: Oak Bay Recreation Centre/Neighbourhood Learning Centre
Dates: July 2–August 23
Times: 3:30–5:30pm (hours vary based on registration numbers)
Requirements: A

ARTS AND CRAFT CAMPS (1 POSITION)

Location: Neighbourhood Learning Centre
Dates: July 2-August 23 (excluding July 29-August 2)
Times: 8:15am–4:45pm (up to 40 hours per week)
Requirements: A

CAMP FLOAT (3 POSITION)

Location: Varies
Dates: July 2–August 30
Times: 8:15am–5:30pm (hours vary based on registration numbers)
Requirements: A

DANCE CAMPS (1 POSITION)

Location: Oak Bay High School
Dates: July 8-August 23
Times: 8:15am–4:45pm (up to 40 hours per week)
Requirements: A

PRESCHOOL THEME CAMPS (1 POSITION)

Location: Windsor Pavilion
Dates: July 2-August 23 (excluding August 6-9)
Times: 9:15am–12:15pm and 12:45-3:45pm (up to 30 hours per week)
Requirements: A

SCHOOL AGE THEME CAMPS (3 POSITIONS)

POSITION 1
Location: Henderson Recreation Centre
Dates: July 2–August 30 (excluding July 29-August 2)
Times: 8:15am–4:45pm (up to 40 hours per week)
Requirements: A

POSITION 2 & 3
Location: Neighbourhood Learning Centre
Dates: July 2–August 23 (excluding August 6-9)
Times: 8:15am–4:45pm (up to 40 hours per week)
Requirements: A

SKIDADDLE CAMPS (4 POSITIONS)

Location: Oak Bay Recreation Centre
Dates: July 2–August 30
Times: 7:45am–5:30pm (up to 40 hours per week)
Requirements: A

SUMMER IN THE PARKS CAMPS (1 POSITION)

Location: Windsor Park Pavilion
Dates: July 2–August 23
Times: 8:15am–4:45pm (up to 40 hours per week)
Requirements: A

TENNIS CAMPS (3 POSITIONS)

Location: Oak Bay Recreation Centre, 4 Court Bubble
Dates: July 2-August 23
Times: 8:30am–4:30pm (up to 40 hours per week)
Requirements: A

THEATRE CAMPS (1 POSITION)

Location: Oak Bay High School
Dates: July 8-August 23 (except July 10-14)
Times: 8:45am–4:45pm (up to 40 hours per week)
Requirements: A

YOUTH CAMPS (1 POSITION)

Location: Oak Bay Recreation Centre
Dates: July 8–August 30
Times: 9:30am–5:30pm (July), 11:30am–5:30pm (August)
(hours vary based on registration numbers)
Requirements: A

SPORTS CAMPS (1 POSITIONS)

Location: Henderson Recreation
Centre
Dates: July 2- August 23
Times: 8:45am–4:15pm
Requirements: A

AQUA ADVENTURES LIFEGUARD (2 POSITIONS)

Location: Oak Bay Recreation Centre
Dates: July 2-August 30
Times: 8:30am-4:30pm (up to 40 hours per week)
Requirements: D

AQUATICS CAMP LIFEGUARD (MULTIPLE POSITIONS)

Location: Oak Bay Recreation Centre
Dates: July 2-August 30
Times: 8:45am-4:15pm (hours and days vary based on
registration numbers)
Requirements: D

OCEAN EXPLORERS LIFEGUARD (1 POSITION)

Location: Oak Bay Recreation Centre
Dates: July 2-August 30
Times: 8:30am-4:30pm (up to 40 hours per week)
Requirements: D

OUT TRIP DRIVER/ATTENDANT (1 POSITION)

Responsible for driving the bus for camp out trips and being
an extra Attendant during the trip. Driver rate is paid during
the time on the road, other time is paid at Attendant rate.
Driver Rate: \$23.93/hr (\$20.99/hr + \$2.94 in lieu of benefits)
Requirements: A, B



SUMMER CAMP EMPLOYMENT APPLICATION

Please print legibly and provide complete information to every question. Information provided will remain confidential.

Last Name	Given Name	e-mail address
Street Address	City	Postal Code
Phone Number		

Are you: ☐ under 16 years old

Are you legally authorized to work in Canada? ☐ Yes ☐ No

Are you a present or past employee of Oak Bay Parks, Recreation and Culture? ☐ Yes ☐ No

EDUCATION

	Returning?	
	Yes	No
<input type="checkbox"/> University/College	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> High School	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATIONS

Please bring original documents to the interview.

☐ Emergency First Aid or Standard First Aid with CPR-C

☐ Class 4 BC Drivers License (certification to drive a bus)

☐ Driver's Abstract

☐ Tennis Canada "Instructor" Level I

☐ National Lifeguard Award

☐ Other: _____

I would like to be considered for:

☐ All Positions for which I am qualified

☐ The following camp positions only:

1 _____

2 _____

☐ Camp Sub. This position is on a on-call basis and not guaranteed hours.
(Please list dates available) _____

If you have more than 5 planned vacation days, please list dates below: _____

EXPERIENCE

Previous camp experience	Age Group Experience
<input type="checkbox"/> Aquatics	<input type="checkbox"/> Preschool
<input type="checkbox"/> Arts and Crafts	<input type="checkbox"/> School age
<input type="checkbox"/> Theatre	<input type="checkbox"/> Youth
<input type="checkbox"/> Dance	
<input type="checkbox"/> Music	
<input type="checkbox"/> Sport	
<input type="checkbox"/> Support/Inclusion Worker	
<input type="checkbox"/> Other _____	

INTERVIEW AVAILABILITY

Please check all that apply:

☐ I am available for a in person group interviews April 16-19.

☐ I am not available for a in person group interview at April 16-19.

☐ I will be available to attend Team Leader interviews April 24-May 1, if invited.

☐ I will not be available to attend Team Leader interviews April 24-May 1, if invited.

HOW TO APPLY

Submit your completed application form and resume to:

Job Application Drop Box at the Administration Office,
Oak Bay Recreation Centre, 1975 Bee Street , Victoria, B.C. V8R 5E6
OR E-mail: recreationjobs@oakbay.ca
Fax: 250-370-7127
by 4:00pm, Wednesday, March 20, 2024.

LAST OR PRESENT EMPLOYER

Name of Business	Dates Employed (from/to)
Type of Business	Your Job Title
Job Duties and Responsibilities:	
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Reason for Leaving	
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PREVIOUS EMPLOYMENT

Name of Business	Dates Employed (from/to)
Type of Business	Your Job Title
Job Duties and Responsibilities	
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Reason for Leaving	
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REFERENCES (OPTIONAL)

References should be former supervisors or educators fully familiar with your education and experience.

Name	Phone #	Email	Relationship
1			
2			
3			

COMMENTS: What other abilities, skills or special qualities do you feel you possess that would enhance the delivery of camps?
Please note additional activities / interests / associations.

I hereby certify that the answers given by me in this application are true and complete. I understand and agree that if any of such answers are at anytime found to be false, the Corporation of the District of Oak Bay may at its option and its sole discretion, terminate my employment. All employees shall, as a condition of employment, become members of CUPE Local 374.

Date: _____

Applicant's Signature: _____