

Community Recreation Team Leader

Posting #PRC2023-32

April – June 2023

Do you love working with children, are over the age of 19, and have supervisory experience? Then we have the perfect job for you! Oak Bay Parks, Recreation, and Culture is seeking a Community Recreation Team Leader to join the team. The ideal applicant loves programming for school aged children, is organized, and dedicated to making a difference in the Oak Bay community. Working under the direction of the Licensed Care Programmer, the Team Leader will plan, prepare, and supervise a safe, engaging, and fun program for children in kindergarten to grade 5. Oak Bay Parks, Recreation and Culture offers an additional 14% in pay per hour in lieu of benefits for auxiliary employees, a staff facility pass that provides access to our weightroom, pool, skating rink, and drop-in fitness classes (granted with a regularly scheduled weekly shift). Oak Bay offers opportunities for advancement and growth within our organization.

RESPONSIBILITIES

- Plans the daily schedule of activities, prepares monthly calendars and newsletters for parents/guardians;
- Works co-operatively with program attendants, instructors and the Licensed Care Programmer to ensure that program goals are met;
- Ensures program and camp areas are kept neat and tidy;
- Supervises program Attendants, instructors on a daily basis;
- Ensures program Attendants and instructors are prepared for each day’s events with all necessary supplies and materials needed;
- Liaises with children, parents/guardians, and staff in a warm and friendly manner;
- Ensures programs are compliant with Island Health Licensing regulations;
- Completes necessary administrative work;
- Works in ratio depending on program needs in the after school care program and camps.

QUALIFICATIONS

- Applicant must be a minimum of 19 years of age;
- Current Class 4 Unrestricted BC Driver’s Licence and Driver’s Abstract;
- Related supervisory experience;
- Must meet Island Health licensing requirements, including current Emergency First Aid and CPR-C certifications and 20 hours of related training or education;
- Minimum two years experience working with school aged children in a recreational setting;
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicants financial responsibility to obtain this).

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| HOURS OF WORK | Regular hours scheduled Monday-Friday between 10:00am-6:00pm, Pro-D Day & Camp hours scheduled Monday-Friday 8:00am-5:00pm; Up to 35-40 hours per week as required. <i>Please Note: Hours may vary according to school drop-off times, school breaks, and enrolment.</i> |
| LOCATION(S) | Neighbourhood Learning Centre / Henderson Recreation Centre |
| RATE | \$26.88 (\$23.58 per hour plus \$3.30 per hour in lieu of benefits – 2021 rates) |
| STATUS | Auxiliary (This is a union position) |
| BENEFITS | <ul style="list-style-type: none"> • 14% in lieu of benefits per hour • Staff Membership to drop-in the weightroom, fitness classes, skating, and pool (applicable to employees with 1 or more set shifts per week) |

The District has previously enacted a mandatory COVID-19 vaccination policy to safeguard the wellbeing of all employees. This policy may be reinstated based on the level of assessed risk to District employees or Provincial Health Order requirements.

Please submit applications by 4:00pm, Wednesday, March 22nd, 2023 to:

Job Application Drop Box, Oak Bay Recreation Centre,
1975 Bee Street, Victoria, V8R 5E6; or

Email to: recreationjobs@oakbay.ca

Subject line in email should read: PRC2023-32 Community Recreation Team Leader

Please note that only short-listed applicants will be contacted