

Henderson Birthday Party Team Leader

Posting #PRC2024-12**February – June 2024**

Oak Bay Parks, Recreation and Culture are seeking a motivated and organized individual for our Birthday Party Team Leader at the Henderson Recreation Centre. Our ideal applicant is energetic, has previous supervisory experience, and loves to work with children. Working under the direction of the Community Recreation Programmer, this position is responsible for the planning, implementation, and supervision of birthday parties and staff. 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

- Schedules and supervises Birthday Attendants;
- Ensures birthday areas are kept neat and tidy;
- Ensures Birthday Attendants are prepared for each party with supplies and materials ;
- Liaises with children, parents, and staff in a warm and friendly manner;

QUALIFICATIONS

- Previous experience planning, organizing, and implementing events and parties;
- Experience supervising and training staff;
- Ability to work as an effective team member;
- Ability to work a flexible schedule;
- Current Emergency First Aid and CPR-C;
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicants financial responsibility to obtain this).

HOURS OF WORK	Sundays 9:45am-5:00pm (February-June 2024) Please Note: Hours may vary based upon registration and operational requirements.
LOCATION(S)	Henderson Recreation Centre
RATE	\$27.69 (\$24.29 per hour plus \$3.40 per hour in lieu of benefits – 2024 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, January 31, 2024 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: PRC2024-12 Henderson Birthday Party Team Leader

Please note that only short-listed applicants will be contacted