

# Inclusion Programmer

**Posting #PRC2024-03**

Oak Bay Parks, Recreation and Culture is seeking a creative, energetic individual who loves working with individuals with varying abilities for the Inclusion Programmer position. Under the direction of the Community Recreation Coordinator this position will assist in the coordination of Inclusion and support services for the Recreation Department including children in the Licensed Care and Summer Camp programs. The Inclusion Programmer will focus on development, planning and leadership of the community recreation programs and camps. Oak Bay Parks, Recreation and Culture offers a fantastic Municipal Benefits package which includes Pension Plan, Health and Dental coverage, vacation, and sick time entitlement. Other benefits include a Staff facility pass that provides access to our weightrooms, pool, skating rink, and drop-in fitness classes.

## RESPONSIBILITIES

- Coordinates Inclusion and support services to patrons of all ages with varying abilities within Departmental programs and services, with particular attention to children in licensed Care and recreation camps.
- Selects, trains, schedules, supervises, and evaluates auxiliary staff and volunteers.
- Liaison and communication with individuals, families, supervisors, staff, and external partners for inclusion support services.
- Maintains close contact with the public and programs to ensure a welcoming and inclusive atmosphere in all areas of community recreation.
- Maintains close communications with all Program Supervisors to facilitate inclusion services and programming.
- Facilitates and provides inclusion worker support as required.
- Responsible for all aspects of program planning, scheduling of facility space, scheduling staff, promotions, and customer service to meet the needs of the community.
- Works with recreation contractors to plan and implement community programs.
- Responsible for program revenue generation and program expenses within designated budget.
- Coordinates the gathering, formation, and distribution of promotional materials for program areas.
- Attends and leads staff meetings and in-services as required.
- Sits on internal and external committees as required.
- Performs other related duties as required.

## QUALIFICATIONS

- Graduation from a two-year College program in recreation, or a related field.
- A minimum of one year's experience in community recreation programming.
- Proficient in MS office software.
- Current Unrestricted Class 4 BC Driver's License (bus license).
- Current CPR-C and OFA-Level 1 certification.
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicant's financial responsibility to obtain this).

<b>HOURS OF WORK</b>	<b>September-June:</b> Sunday-Thursday 9:00am-5:00pm (35hrs/week) <b>July-August:</b> Monday-Friday 9:00am-5:00pm (35hrs/week) <i><b>Note:</b> Incumbent must have the ability to work flexible hours, including mornings, late afternoons/evenings, and weekends.</i>
<b>LOCATION(S)</b>	Neighbourhood Learning Centre/Henderson Recreation Centre
<b>RATE</b>	\$35.47 (step 1)-\$38.07 (step 3) – 2024 rates
<b>STATUS</b>	Full-Time (This is a union position)
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• Municipal Benefits include; Pension Plan, Extended Health &amp; Dental coverage, vacation, and sick entitlement.</li> <li>• Staff Membership to drop-in the weightroom, fitness classes, skating, and pool</li> </ul>

*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 17, 2024 to:**

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

Email to: [recreationjobs@oakbay.ca](mailto:recreationjobs@oakbay.ca)

**Subject line in email should read: PRC2024-03 Inclusion Programmer**

**Please note that only short-listed applicants will be contacted**