



JOB OPPORTUNITIES - AUXILIARY

Licensed Care Program Attendant/Driver

Posting #PRC2023-04A

January 2023 – June 2023

Do you love working with children, over the age of 19 and have a Class 4 Drivers License? Then we have the perfect fit for you! Oak Bay Parks, Recreation and Culture are seeking Program Attendant/Drivers to join the Licensed Care team. These programs are for children in kindergarten to grade 5. Under the direction of the Program Team Leader and Licensed Care Programmer, Attendants will assist in the planning and implementation of a creative and stimulating program. 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

- Works cooperatively with the Team Lead and fellow Attendants to ensure that program goals are met;
- Ensures program areas and supplies are kept neat and tidy;
- Helps plan and implement daily activities;
- Follows policies and procedures for licensed care programs;
- Liaises with children and parents/guardians;
- Leads children in planned activities which may include sports, games, crafts, swimming and field trips;
- Drives the bus on out trips or to and from the school.

QUALIFICATIONS

- Applicants must be a minimum of 19 years of age;
- Current Class 4 Unrestricted BC Driver's Licence and Driver's Abstract;
- 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).

HOURS OF WORK	Monday-Friday 7:15-9:45am & 2:15-5:30pm; up to 25 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	<ul style="list-style-type: none"> • Attendant Rate - \$20.92 (\$18.35 per hour plus \$2.57 per hour in lieu of benefits – 2023 rates) • Driving Rate - \$23.23 (\$20.38 per hour plus \$2.85 per hour in lieu of benefits – 2023 rates). This rate is paid while driving the bus.
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.

This posting will remain open until suitable applicants are found. Please submit applications 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: PRC2023-04A Licensed Care Program Attendant/Driver

Please note that only short-listed applicants will be contacted