

Monterey Trips & Events Team Leader

Posting #PRC2024-21

Oak Bay Parks, Recreation and Culture is seeking a friendly, dynamic, customer focused individual to join our team as a Team Leader for our Trips and Events. Monterey Recreation Centre offers a variety of in and out of town day trips for adults 50 years and older. Under the direction of the Events and Volunteer Programmer, this position is responsible for assisting with trip planning, budgeting, marketing, leading day trips, and special events. These trips are programmed to include a variety of art culture, leisure, sport, recreation, and culinary experiences. 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

- Assisting the Events and Volunteer Programmer with planning, budgeting, marketing of day trips and events.
- Escorting and assisting with day trips and outings as planned by the Events and Volunteer Programmer.
- Working as a team with the Events and Volunteer Programmer and Day Trip Bus Driver to ensure a safe and enjoyable experience for all patrons attending.
- Following trip safety guidelines and emergency procedures.
- Assisting with trips around town, up island, Vancouver and to gulf island.
- Assisting with any first aid and/or emergency procedures.

QUALIFICATIONS

- Current Class 4 Unrestricted BC Driver's License and Drivers Abstract.
- Program planning experience.
- Previous experience working with adults 50 years and older is an asset.
- Ability to work as an effective team member.
- Ability to work without direct supervision.
- 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 applicant's financial responsibility to obtain this).

HOURS OF WORK	Weekday, evening, and weekend shifts (overtime paid when working over 8 hours). Flexible work hours that vary depending on trips and events.
LOCATION(S)	Monterey Recreation Centre and various out trip locations.
RATE	\$28.10 (\$24.65 per hour plus \$3.45 per hour in lieu of benefits – 2024)
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, Tuesday, March 12, 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: PRC2024-21 Monterey Trips & Events Team Leader

Please note that only short-listed applicants will be contacted