

Employment Opportunities

Spring Break 2024



APPLICATION PROCESS

1. Submit your application at Oak Bay Recreation Centre, 1975 Bee Street, Victoria, V8R 5E6 or email to recreationjobs@oakbay.ca. Applications must be received by 4:00pm, Monday, January 29, 2024.
2. Applicants will be considered for all positions for which they are qualified. If you only want to be considered for specific positions, please indicate on the application form.
3. Late applications will be considered after applications received by closing date are processed.
4. Applicants will be contacted by e-mail if they are selected for an interview. Please ensure your e-mail address is clearly printed on the application form and please add humanresources@oakbay.ca to your safe list for incoming e-mails. We regret that we are only able to contact shortlisted applicants.



HIRING PROCESS

1. Shortlisted applicants will be contacted by e-mail by Friday, February 2, 2024. Interviews will be conducted between February 6-9, 2024.
2. Only shortlisted applicants will be required to provide an original Police Information Check with Vulnerable Sector Screening dated within one year, to be presented to Human Resources by Friday, March 1, 2024. (Note: It is the applicants financial responsibility to obtain this.)
3. Current and returning staff: please check with Human Resources to see if your Police Information check will need to be renewed.
4. Training will be held within March 5-13, 2024 time frame. This is a paid session and must be attended.
5. Short-listed applicants (including current staff) will be required to bring original certificates to the interview. Specific certifications required are listed with each position.



THINKING OF APPLYING FOR SUMMER CAMPS?

Spring Break Camps are a great opportunity to gain experience and develop your skills for the summer. If you are wanting to work Summer Camps, we highly encourage taking this opportunity to get your feet wet!

A number of positions in the summer require a Class 4 Drivers License to drive the bus for various out trips. If you are eligible and interested in driving the bus for the summer, don't hesitate in getting your license!

The closer it gets to summer, the fewer road tests are available so book now! For further details please visit the ICBC website at www.icbc.com/driver-licensing/getting-licensed

TEAM LEADER (1 POSITION)

Responsible for programs and activities conducted by Instructors and Attendants in camps for children aged 3-14 years.

Location: Neighbourhood Learning Centre
Times: 7:45am–5:15pm (hours vary)
Rate: \$28.10 (\$24.65/hr + \$3.45)
Certifications: A, B

DUTIES WILL INCLUDE:

- program and lesson planning .
- scheduling and purchasing supplies .
- ensuring the safety of participants at all times.
- will be required to fill in for staff breaks, sickness or as required.

QUALIFICATIONS:

- ability to work without direct supervision.
- leadership and organization experience.
- program planning and supervisory experience.
- experience working with children ages 3 – 14 years.
- ability to work with the public in a diplomatic and tactful manner.
- MUST HAVE A VEHICLE (mileage will be reimbursed at current municipal rates).

SKIDADDLE INSTRUCTOR (2 POSITIONS)

Location: Neighbourhood Learning Centre
Times: 8:15am–5:15pm (hours vary)
Rate: \$26.40-\$27.69 (\$23.16-\$24.29/hr + \$3.24-\$3.40/hr in lieu of benefits)
Certifications: A
Description: Organize, instruct, and supervise up to 20 children in camps.

THEME INSTRUCTOR (2 POSITIONS)

Location: Henderson & Neighbourhood Learning Centre
Times: 8:15am–4:45pm (hours vary)
Rate: \$26.40-\$27.69 (\$23.16-\$24.29/hr + \$3.24-\$3.40/hr in lieu of benefits)
Certifications: A
Description: Organize, instruct, and supervise up to 20 children in camps.

FUN UNLIMITED INSTRUCTOR (1 POSITION)

Location: Henderson & Neighbourhood Learning Centre
Times: 8:15am-1:45pm (hours vary)
Rate: \$26.40-\$27.69 (\$23.16-\$24.29/hr + \$3.24-\$3.40/hr in lieu of benefits)
Certifications: A
Description: Organize, instruct, and supervise children in a flexible camp with swimming lessons.

JUNIOR LIFEGUARD INSTRUCTOR (1 POSITION)

Times: 8:45am-4:15pm (hours vary)
Rate: \$26.40-\$27.69 (\$23.16-\$24.29/hr + \$3.24-\$3.40/hr in lieu of benefits)
Certifications: A, C
Description: Organize, instruct, and supervise children in a lifeguarding themed camp.

Certification Requirement List

(see position descriptions)

- A. Emergency First Aid or Standard First Aid with CPR-C
- B. Unrestricted Class 4 BC Driver's License (certification to drive a bus) and Driver's Abstract
- C. National Lifeguard
- D. Water Safety Instructor

NOTE: All positions are union—CUPE Local 374. Pay rates shown are 2024.

All camps will be held from March 18-28.

THEME ATTENDANT (2 POSITIONS)

Location: Henderson & Neighbourhood Learning Centre
Times: 8:15am–4:45pm (hours vary)
Rate: \$21.55 (\$18.90/hr + \$2.65/hr in lieu of benefits)
Certifications: A
Description: Assist Instructors with the supervision of camps and implementing camp activities.

FUN UNLIMITED ATTENDANT (1 POSITIONS)

Location: Neighbourhood Learning Centre
Times: 8:30am-1:45pm (hours vary)
Rate: \$21.55 (\$18.90/hr + \$2.65/hr in lieu of benefits) and when instructing lessons \$26.40-\$27.69 (\$23.16-\$24.29/hr + \$3.24-\$3.40/hr in lieu of benefits)
Certifications: A, D
Description: Assist Instructor with the supervision of camps, implementing camp activities, and swimming lessons.

SKIDADDLE ATTENDANT (VARIES)

Location: Neighbourhood Learning Centre
Times: 8:15am–5:15pm (hours vary)
Rate: \$21.55 (\$18.90/hr + \$2.65/hr in lieu of benefits)
Certifications: A, B
Description: Attendants lead scheduled games and activities including out trips.

INCLUSION INSTRUCTOR (VARIES)

Location: Varies
Times: 7:45am–5:30pm (hours vary)
Rate: \$26.40-\$27.69 (\$23.16-\$24.29/hr + \$3.24-\$3.40/hr in lieu of benefits)
Certifications: A
Description: Provide 1:1 and/or small group support for participants within camps.

JUNIOR LIFEGUARD CAMP LIFEGUARD (1 POSITION)

Times: 8:45am-4:15pm (hours vary)
Rate: \$25.25 (\$22.15/hr + \$3.10/hr in lieu of benefits)
Certifications: A, C
Description: Assist Instructor with the supervision of camps and implementing camp activities.

APPLICATION FOR EMPLOYMENT

Please print legibly and provide complete information to every question. Information provided will remain confidential.

Last Name	Given Name and Initial	e-mail address
Street Address	City	Postal Code
Phone		

Are you: ☐ under 16 years old Are you legally authorized to work in Canada? ☐ Yes ☐ No

Are you a present or past employee of Oak Bay Parks, Recreation and Culture? ☐ Yes ☐ No

EDUCATION

	Returning?	
	Yes	No
<input type="checkbox"/> University/College	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> High School	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATIONS

Please bring original documents to the interview.

☐ Emergency First Aid or Standard First Aid with CPR-C

☐ Class 4 BC Bus Drivers License & Driver's Abstract (Bus License)

☐ National Lifeguard Award

☐ Swim Instructor

☐ Other _____

EXPERIENCE

Age Group Experience	Age Group Experience
<input type="checkbox"/> Swimming Instruction	<input type="checkbox"/> Preschool
	<input type="checkbox"/> School age
<input type="checkbox"/> The Arts _____	
<input type="checkbox"/> Sports _____	
<input type="checkbox"/> Support/Inclusion Worker _____	
<input type="checkbox"/> Other _____	

I WOULD LIKE TO BE CONSIDERED FOR:

Please check all that apply:

☐ **All positions for which I am qualified for**

☐ Team Leader

☐ Skidaddle Instructor

☐ Theme Instructor

☐ Inclusion Instructor

☐ Fun Unlimited Instructor

☐ Junior Lifeguard Instructor

☐ Junior Lifeguard Camp Lifeguard

☐ Theme Attendant

☐ Fun Unlimited Attendant

☐ Skidaddle Attendant

AVAILABILITY

Please check all that apply:

March 18-22	All day	Morning Afternoon
March 25-28	All day	Morning Afternoon

March 29 Aquatics Camps only

HOW TO APPLY:

Submit your completed application form and/or resume to:

Oak Bay Recreation Centre 1975 Bee Street, Victoria, B.C. V8R 5E6

OR E-mail: recreationjobs@oakbay.ca

Fax: 250-370-7127

by 4:00pm, Monday, January 29, 2024.

All late applications will only be considered after all other eligible applicants

LAST OR PRESENT EMPLOYER

Name of Business	Dates Employed (from/to)
Type of Business	Your Job Title
Job Duties and Responsibilities:	
Reason for Leaving	

PREVIOUS EMPLOYMENT

Name of Business	Dates Employed (from/to)
Type of Business	Your Job Title
Job Duties and Responsibilities	
Reason for Leaving	

REFERENCES (OPTIONAL)

References should be former supervisors or educators fully familiar with your education and experience.

Name	Phone #	Email	Relationship
1			
2			
3			

COMMENTS: What other abilities, skills or special qualities do you feel you possess that would enhance the delivery of camps?
Please note additional activities / interests / associations.

I hereby certify that the answers given by me in this application are true and complete. I understand and agree that if any of such answers are at anytime found to be false, the Corporation of the District of Oak Bay may at its option and its sole discretion, terminate my employment. All employees shall, as a condition of employment, become members of CUPE Local 374.

Date: _____ Applicant’s Signature: _____