

Job Opportunities Spring Break 2021



HOW TO APPLY FOR SPRING BREAK CAMP JOBS:

1. Submit a completed Recreation Oak Bay Spring Break application form (attached) and resume to:
 - By Mail: Job Application Drop Box
Oak Bay Recreation Centre
1975 Bee Street
Victoria, B.C. V8R 5E6
 - By e-mail: recreationjobs@oakbay.ca
 - By Fax: 250-370-7127

**Applications must be received by 4:00pm,
Monday, January 25, 2021.**

2. Applicants will be considered for all positions for which they qualify for. 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.
5. Shortlisted applicants will be required to provide an original Criminal Record check dated within one year, to be presented to Human Resources by Friday, March 5, 2021. (Please check with your local police station or RCMP to get the details on obtaining a Criminal Record check in your area.) Current staff- please check with Human Resources to see if your Criminal Record check will need to be renewed.

The Interview Process:

1. Applications must be submitted by 4:00pm on Monday, January 25, 2021.
2. Shortlisted applicants will be contacted by e-mail by Friday, January 29, 2021. Interviews will be conducted on Thursday, February 4, 2021.
3. Online training will be held between March 8-12, 2021. This is a paid session and must be completed.
4. All positions are union—CUPE Local 374. Pay rates shown are 2021 rates plus 14% in lieu of benefits.
5. Short-listed applicants (including current staff) will be required to bring original certificates to the interview
6. See certification requirements on Page 2.

Team Leader Positions

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

SPRING BREAK TEAM LEADER (1 POSITION)

Location: Neighbourhood Learning Centre (NLC)
Dates: March 15–26
Times: 8:00am–5:00pm
Rate: \$21.71/hr + 3.04/hr in lieu of benefits
Requirements: A, B, C

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).
- Requirements: refer to list on the bottom of page.

ART CAMP INSTRUCTOR (1 POSITION)

Location: Neighbourhood Learning Centre
Dates: March 15–26
Times: 8:15am–4:45pm (hours vary)
Rate: \$20.69–21.71/hr + 2.90–3.04/**/hr in lieu of benefits
Requirements: A, B
Description: Organize, instruct and supervise up to 20 children in camps.

THEME CAMP INSTRUCTOR (3 POSITIONS)

Location: Henderson, NLC and Windsor Pavilion
Dates: March 15–26
Times: 8:15am–5:00pm (hours vary)
Rate: \$20.69–21.71/hr + 2.90–3.04/hr in lieu of benefits
Requirements: A, B
Description: Organize, instruct and supervise up to 20 children in camps.

Requirement List

(see position descriptions, starting next page)
(Bring original documents to Interview)

- A. Emergency First Aid
- B. CPR "C"
- C. Unrestricted Class 4 BC Driver's License (certification to drive a bus) and Driver's Abstract

ART CAMP ATTENDANT (1 POSITION)

Location: Varies
Dates: March 15–26
Times: 8:15am–4:45pm (hours vary)
Rate: \$16.84 + 2.36/hr in lieu of benefits
Requirements: A, B
Description: Assist instructors with the supervision of camps and implementing camp activities.

THEME CAMP ATTENDANT (3 POSITIONS)

Location: Varies
Dates: March 15–26
Times: 8:15am–5:00pm (hours vary)
Rate: \$16.84 + 2.36/hr in lieu of benefits
Requirements: A, B
Description: Assist instructors with the supervision of camps and implementing camp activities.

SKIDADDLE ATTENDANT (5 POSITIONS)

Location: Varies
Dates: March 15–26
Times: 8:15am–5:00pm (hours vary)
Rate: \$16.84 + 2.36/hr in lieu of benefits
Requirements: A, B
Description: Attendants lead scheduled games and activities including out trips. .

SUPPORT 1:1 INSTRUCTOR (VARIES)

Location: Varies
Dates: March 15–26
Times: 7:45am–5:30pm (hours vary)
Rate: \$20.69–21.71/hr + 2.90–3.04/hr in lieu of benefits
Requirements: A, B
Description: Provide 1:1 care for participants within camps.

Thinking of applying for Summer Camp Positions?

A number of the summer positions require a Class 4 license in order to drive the camp bus for various out trips. If you would like the possibility of participating in out trips this summer, don't hesitate in getting your license!

The closer it gets to summer, the fewer road tests are available so book now!

For details check the ICBC website at www.icbc.com/driver-licensing/getting-licensed

Summer Job applications will be available by February 1, 2021.



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 |
| Home # | Cell or Message # | |

Are you: 15-18 yrs 19 years+ Are you legally authorized to work in Canada? Yes No

EDUCATION

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

REQUIREMENTS

Please bring original documents to the interview.

- A. Emergency First Aid
(Standard First Aid also accepted)
- B. CPR "C"
- C. Class 4 BC Drivers License (certification to drive a bus)
 Driver's Abstract

Other qualifications:

EXPERIENCE

| | |
|---|-------------------------------------|
| <input type="checkbox"/> Previous camp experience | Age Group Experience |
| <input type="checkbox"/> Swimming instruction | <input type="checkbox"/> Preschool |
| <input type="checkbox"/> Arts and Crafts | <input type="checkbox"/> School age |
| <input type="checkbox"/> Theatre | |
| <input type="checkbox"/> Drama | |
| <input type="checkbox"/> Music | |
| <input type="checkbox"/> Support/Aid Worker _____ | |
| _____ | |
| <input type="checkbox"/> Sports _____ | |
| _____ | |
| <input type="checkbox"/> Other _____ | |
| _____ | |

AVAILABILITY:

Please check all that apply:

- | | | |
|--------------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> March 15-19 | <input type="checkbox"/> All day | <input type="checkbox"/> Morning |
| | <input type="checkbox"/> Afternoon | |
| <input type="checkbox"/> March 22-26 | <input type="checkbox"/> All day | <input type="checkbox"/> Morning |
| | <input type="checkbox"/> Afternoon | |

Are you a present or past employee of Recreation Oak Bay?

- Yes No

I would like to be considered for:

- All Positions for which I am qualified
- Spring Break Team Leader
- Art Camp Instructor
- Theme Camp Instructor
- Art Camp Attendant
- Theme Camp Attendant
- Skiddadle Attendant
- Support 1:1 Instructor

Submit your completed Recreation Oak Bay application form and resume to:

Job Application Drop Box at the Administration Office,

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

OR E-mail: recreationjobs@oakbay.ca

Fax: 250-370-7127

by 4:00pm, Monday, January 25, 2021.

LAST OR PRESENT EMPLOYER

| | | |
|----------------------------------|--|-------------------------|
| Name of Business | Address of Business | |
| Type of Business | Supervisor's Name and Title | Supervisor's email |
| | | Supervisor's Business # |
| Your Job Title | Dates Employed (from/to) | |
| Job Duties and Responsibilities: | | |
| | | |
| Reason for Leaving | May we contact your supervisor for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> | |

PREVIOUS EMPLOYMENT

| | | |
|---------------------------------|--|-------------------------|
| Name of Business | Address of Business | |
| Type of Business | Supervisor's Name and Title | Supervisor's email |
| Your Job Title | Dates Employed (from/to) | Supervisor's Business # |
| Job Duties and Responsibilities | | |
| | | |
| Reason for Leaving | May we contact your supervisor for reference? Yes <input type="checkbox"/> No <input type="checkbox"/> | |

REFERENCES

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 at Recreation Oak Bay? Please note additional activities / interests / associations.

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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: _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY- Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the recreation program. Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact dhopkins@oakbay.ca