



Summer Camps 2023 Job Opportunities



BENEFITS OF WORKING SUMMER CAMPS

- Additional 14% in pay per hour in lieu of benefits.
- Staff Facility pass that provides access to weightroom, pool, skating rink, and selected drop-in fitness classes.
- Invaluable work experience.
- A lively and inclusive work environment.
- Opportunities for advancement and growth within our organization.

APPLICATION PROCESS:

1. **Applications must be received by 4:00pm, Wednesday, March 22, 2023.**
2. Applicants will be considered for all positions for which they are qualified. If you desire to be considered for specific positions, please indicate on the attached application form.
3. Applicants under the age of 16 are required to complete the Parent Consent Form found on the Oak Bay Parks, Recreation & Culture Employment website page.
4. Late applications will be considered after applications received by closing date are processed.
5. 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. Only shortlisted applicants will be contacted through e-mail by the start of April 2023.
2. **Interviews may be conducted April 12-14, 2023.** Team leader candidates will be contacted for a second interviews during April 19-20, 2023.
3. 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 specified date provided in request email. (Note: It is the applicants financial responsibility to obtain this.)
4. Selected applicants (including current staff) must submit their certification by May 31, 2023. You will not be considered for any position unless this paperwork is received.
5. Successful applicants will be offered positions by e-mail April 24-May 26, 2023.

TRAINING PROCESS

1. Training will be held in person **June 10-11, 2023.** Additional training may be required based on program/camp needs.
2. Some positions require staff to be available for up to 15 hours of camp specific lesson planning and training in addition to the training weekend. These sessions will take place in early June and will be held in the evenings. Team Leaders will contact their staff to arrange times and dates.





GENERAL INFORMATION

CAMPS AT A GLANCE

Skidaddle Camp – a daily registered camp for 5–11 year olds featuring bus and walking out trips, swimming and water fun, theme days, games and creative activities.

Fine Arts Camps – Arts & Crafts, Theatre and Dance camps for 6–14 year olds that include approximately 15 hours of instruction per week working toward a performance for parents and campers each Friday, plus games, crafts and outdoor activities.

Summer in the Parks – outdoor-based camp that includes games, crafts, theme activities, swimming, water fun and walking out trips.

Sports Camps – in addition to other activities such as games and swimming, Sports (may include tee-ball, floor hockey, soccer, and other indoor/outdoor games) and Golf camps offer approximately 15 hours of instruction per week while Tennis Camps offer approximately 30 hours of instruction per week.

Theme Camps – weekly camps providing activities, out trips, games and crafts based on popular themes for preschool or school-age children.

Fun Unlimited – weekly half-day camp that includes themes, crafts, outdoor activities and swim lessons taught by the Recreation Oak Bay Aquatics Department.

Aqua Adventures – out trip based camp focusing on aquatic recreational activities that may include skim boarding, kayaking, stand up paddle boarding and beach trips.

Junior Lifeguard – weekly camp that includes simulating real lifeguards in a safe, fun, and controlled setting.

Ocean Explorers/Lake Hoppers Camps – nature/outdoor camp that includes lots of time in, on, and around water.

Ultimate Youth Camp – outdoor off location camp involving recreational activities such as kayaking, SUP, ziplining, bubble soccer, paintball and swimming.

Tennis Camps – weekly half and full day camps that includes tennis, games and swimming.

Camp Driver – responsible for driving bus for camp out trips and being an extra leader on the out trip. (see page 5)

NOTE: Camps do not run on statutory holidays unless noted.



YOUTH INTERNSHIP PROGRAM (15-18 YRS)

AN OPPORTUNITY TO BUILD YOUR LEADERSHIP AND EMPLOYMENT READINESS SKILLS

Loved the summers at camp when you were a kid and always remember those great leaders and mentors?

Now is your chance to give back as a summer camp intern. The Youth Internship Program involves working in recreation with children, and gaining work experience over the summer. You will have the opportunity to build your leadership and employment readiness skills in a fun and supportive environment. There is a \$500 honorarium per candidate who successfully completes the program.

Applications accepted January to May 15, 2023.

See the Spring / Summer Active Living Guide brochure for further details. Available April 7.

TEAM LEADER POSITIONS

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

Positions marked with an *up to 75 hours of preparation allotted to be done in May and June, 40 hours/week in July and August.

Rate: \$27.28 (\$23.93/hr + \$3.35/hr in lieu of benefits)

NOTE: All positions are Union-CUPE Local 374. Pay rates are 2023.

Positions marked with an * mean up to 75 hours of preparation allotted to be done in May-June, and 40 hours/week in July-August.

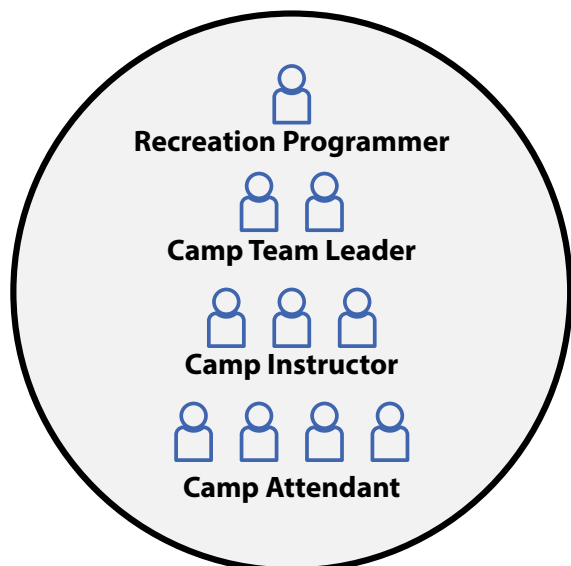
Requirements: refer to list on the bottom of page 6

Duties will include:

- Program and lesson planning.
- Scheduling and purchasing supplies.
- Ensuring the safety of participants.
- Conducting staff meeting and program evaluations on site.
- Will be required to fill in for staff breaks, sickness or as required.
- Supervising and training a minimum of 4-8 staff.

Qualifications:

- Ability to work without direct supervision.
- Leadership and organizational 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 rate)



REPORTING STRUCTURE

AQUATICS CAMPS

Location: Oak Bay Recreation Centre

Dates: Start dates vary-September 1

Times: Between 8:00am-5:00pm (up to 8 hrs per day)

Requirements: A, B, D

HENDERSON & WINDSOR CAMPS*

Location: Windsor Pavillion & Henderson Recreation Centre

Dates: Start dates vary - September 1

Times: Between 7:45am-5:00pm (up to 8 hours/day)

Requirements: A, B

NEIGHBOURHOOD LEARNING CENTRE CAMPS*

Location: Neighbourhood Learning Centre

Dates: Start dates vary-September 1

Times: Between 7:45am-5:00pm (up to 8 hours/day)

Requirements: A, B

SKIDADDLE & PARKS CAMPS*

Location: Oak Bay Recreation Centre

Dates: Start dates vary-September 1

Times: Between 7:45am-5:15pm (up to 8 hours/day)

Requirements: A, B

SUPPORT & INCLUSION

Location: Varies

Dates: Start dates vary - September 1

Times: Between 8:00am-5:00pm (up to 8 hours/day)

Requirements: A, B

TENNIS CAMPS & LESSONS

Location: Oak Bay Recreation Centre & Carnarvon

Dates: Start dates vary- September 1 (except Aug7-11)

Times: 8:00am-6:00pm (up to 40 hrs per week)

Requirements: A, C

HELPFUL HINT

A number of our summer positions require a Class 4 BC drivers 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 out the ICBC website at

www.icbc.com/driver-licensing/getting-licensed

INSTRUCTOR POSITIONS

Responsible for lesson planning, organizing and instructing preschool and/or school age children in various weekly theme-based camps. Positions will instruct and supervise up to 24 children. Activities will be based on camp type and other activities may be incorporated such as sports, games, swimming and out trips. Experience in the specific discipline is required.

All staff to camper ratios are based on registration. Additional staff will be added when registration numbers permit.

Rate: \$25.63-\$26.88 (\$22.48-\$23.58/hr + \$3.15-\$3.30/hr in lieu)

Requirements: refer to list on page 6.

ARTS & CRAFTS CAMPS (1 POSITION)

Location: Neighbourhood Learning Centre

Dates: July 4–August 25

Times: 8:15am–4:45pm (up to 40 hours per week)

Requirements: A

DANCE CAMPS (1 POSITION)

Location: Oak Bay High School

Dates: July 4–August 25 (except July 10-14)

Times: 8:15am–4:45pm (up to 40 hours per week)

Requirements: A

GOLF CAMPS (2 POSITIONS)

Location: Henderson Recreation Centre

Dates: July 4–September 1

Times: 8:45am–4:45pm (up to 37.5 hours per week)

Requirements: A

PRESCHOOL THEME CAMPS (1 POSITION)

Location: Windsor Pavilion

Dates: July 4–August 25

Times: 9:15am–11:45pm and 12:45–3:15pm
(up to 32.5 hours per week)

Requirements: A

SCHOOL AGE THEME CAMPS (3 POSITIONS)

POSITION 1

Location: Henderson Recreation Centre

Dates: July 4–August 25

Times: 8:15am–4:45pm (up to 40 hours per week)

Requirements: A

POSITION 2 & 3

Location: Neighbourhood Learning Centre

Dates: July 4–September 1 (except July 10-14)

Times: 8:15am–4:45pm (up to 40 hours per week)

Requirements: A

SKIDADDLE (2 POSITIONS)

Location: Oak Bay Recreation Centre

Dates: July 4–September 1

Times: 7:45am–5:30pm (up to 40 hours per week)

Requirements: A

SPORTS CAMPS (1 POSITION)

Location: Henderson Recreation Centre

Dates: July 4–September 1

Times: 8:45am–4:45pm or 8:45am–12:15pm

and 12:45–4:15pm (up to 40 hours per week)

Requirements: A

SUMMER IN THE PARKS CAMPS (1 POSITION)

Location: Windsor Park Pavilion

Dates: July 4–September 1

Times: 8:15am–4:45pm (up to 40 hours per week)

Requirements: A

SUPPORT & INCLUSION (10+ POSITIONS)

Location: Varies

Dates: July 4–September 1

Times: Varies. Shifts are dependent on support funding and partnerships with Queen Alexandra Foundation.

Requirements: A

Provision of valid COVID-19 proof of vaccination (Due to the nature of this position, the Vancouver Island Health Authority mandatory vaccination policy is applicable and requires the submission of valid proof of full vaccination status against COVID-19 as a condition of employment).

THEATRE CAMPS (1 POSITION)

Location: Oak Bay High School

Dates: July 4–August 25 (except July 10-14)

Times: 8:15am - 4:45pm (up to 40 hours per week)

Requirements: A

YOUTH CAMPS (1 POSITION)

Location: Oak Bay Recreation Centre

Dates: July 3–28

Times: 9:30am–5:30pm (hours and days vary based on registration numbers)

Requirements: A, B

Would you like to work all summer? This position can be combined with Lake Hoppers Instructor.

REQUIREMENTS: SEE PAGE 6.

ARTS AND CRAFT CAMPS (1 POSITION)

Location: Neighbourhood Learning Centre
Dates: July 4–August 25
Times: 8:15am–4:45pm (up to 40 hours per week)
Requirements: A

DANCE CAMPS (1 POSITION)

Location: Oak Bay High School
Dates: July 4–August 25 (except July 10-14)
Times: 8:15am–4:45pm (up to 40 hours per week)
Requirements: A

PRESCHOOL THEME CAMPS (1 POSITION)

Location: Windsor Pavilion
Dates: July 4–August 25
Times: 9:15am–12:15pm and 12:45–3:45pm
(up to 30 hours per week)
Requirements: A

SCHOOL AGE THEME CAMPS (3 POSITIONS)

POSITION 1

Location: Henderson,
Dates: July 4–September 1
Times: 8:15am–4:45pm (up to 40 hours per week)
Requirements: A

POSITION 2 & 3

Location: Neighbourhood Learning Centre
Dates: July 4–August 25 (except July 10–14)
Times: 8:15am–4:45pm (up to 40 hours per week)
Requirements: A

SKIDADDLE CAMPS & AFTER CARE (4 POSITIONS)

Location: Oak Bay Recreation Centre
Dates: July 4–September 1
Times: 7:45am–5:30pm or 3:30–5:30pm (up to 8 hours per day)
Requirements: A

SPORTS CAMPS (1 POSITIONS)

Location: Henderson Recreation Centre
Dates: July 4–September 1
Times: 8:45am–4:15pm
Requirements: A

ATTENDANT POSITIONS

Assists with the planning, organizing and implementation of a variety of camps for preschool and/or school age children.

Attendants are responsible for the supervision of up to 10 children and leading activities which could include swimming, sports, games, crafts, theme activities and out trips.

Rate: \$20.92/hr (\$18.35/hr + \$2.57/hr in lieu of benefits (2023 rates)

Requirements: refer to list on page 6.

SUMMER IN THE PARKS CAMPS (1 POSITION)

Location: Windsor Park Pavilion
Dates: July 4–September 1
Times: 8:15am–4:45pm (up to 40 hours per week)
Requirements: A

TENNIS CAMPS (3 POSITIONS)

Location: Oak Bay Recreation Centre, 4 Court Bubble
Dates: July 4–August 25 (except Aug 7-11)
Times: 8:30am–4:30pm (up to 40 hours per week)
Requirements: A

THEATRE CAMPS (1 POSITION)

Location: Oak Bay High School
Dates: July 4–August 25 (except July 10-14)
Times: 8:45am–4:45pm (up to 40 hours per week)
Requirements: A

YOUTH CAMPS (1 POSITION)

Location: Oak Bay Recreation Centre
Dates: July 3–August 25
Times: July - 9:30am–5:30pm
August - 11:30am–5:30pm (hours vary based on registration numbers)
Requirements: A

OUT TRIP DRIVER/ATTENDANT

Responsible for driving the bus for camp out trips and being an extra leader during the trip. This position is paid driver rate while driving on trips and is paid attendant rate during the other scheduled hours.

Driving Rate: \$23.23 (\$20.38/hr + \$2.85/hr in lieu of benefits)

Attendant Rate: \$20.92 (\$18.35/hr + \$2.57/hr in lieu of benefits)

Requirements: A, B

INSTRUCTOR POSITIONS

Responsible for program planning, organizing, supervising, and/or instructing aquatics recreational activities for ages 6-12 years.

Rate: \$25.63-\$26.88 (\$22.48-\$23.58/hr + \$3.15-\$3.30/hr in lieu)

Requirements: refer to list on the bottom of this page.

AQUA ADVENTURES CAMP (1 POSITION)

Location: Oak Bay Recreation Centre

Dates: July 3–September 1

Times: 8:30am–4:30pm (up to 40 hours per week)

Requirements: B, D

FUN UNLIMITED CAMP (1 POSITION)

Location: Neighbourhood Learning Centre

Dates: July 17–August 25

Times: 8:00am–2:00pm (up to 30 hours per week)

Requirements: A

JUNIOR LIFEGUARD CAMP (1 POSITION)

Location: Oak Bay Recreation Centre

Dates: July 10–September 1

Times: 8:30am–4:30pm (up to 40 hours per week)

Requirements: D, E

LAKE HOPPERS CAMP (1 POSITION)

Location: Oak Bay Recreation Centre

Dates: August 2–September 1

Times: 8:30am–4:30pm (up to 40 hours per week)

Requirements: B, D

Would you like to work all summer? This position can be combined with Youth Camp Instructor.

OCEAN EXPLORERS CAMP (1 POSITION)

Location: Oak Bay Recreation Centre

Dates: July 4–September 1

Times: 8:30am–4:30pm (up to 40 hours per week)

Requirements: D

OUT TRIP DRIVER/ATTENDANT

Responsible for driving the bus for camp out trips and being an extra leader during the trip. This position is paid driver rate while driving on trips and is paid attendant rate during the other scheduled hours.

Driving Rate: \$23.23 (\$20.38/hr + \$2.85/hr in lieu of benefits)

Attendant Rate: \$20.92 (\$18.35/hr + \$2.57/hr in lieu of benefits)

Requirements: A, B

ATTENDANT POSITIONS

Responsible for assisting camp Instructor with planning, organizing, and implementation of camp specific activities.

Attendant Rate: \$20.92 (\$18.35/hr + \$2.57/hr in lieu of benefits)

Lifeguard Rate: \$24.52 (\$21.51/hr + \$3.01/hr in lieu of benefits)

Requirements: refer to list on the bottom of page 6

AQUA ADVENTURES LIFEGUARD (1 POSITION)

Location: Oak Bay Recreation Centre

Dates: July 3–September 1

Times: 8:30am–4:30pm (up to 40 hours per week)

Requirements: D

FUN UNLIMITED (1 POSITION)

Location: Neighbourhood Learning Centre

Dates: July 17–August 25

Times: Hours vary (between 8:00am–2:00pm)

Requirements: A, F (Instructor wage while teaching lessons)

OCEAN EXPLORERS LIFEGUARD (1 POSITION)

Location: Oak Bay Recreation Centre

Dates: July 3–September 1

Times: 8:30am–4:30pm (up to 40 hours per week)

Requirements: D

AQUATICS CAMP LIFEGUARD

(MULTIPLE POSITIONS)

Location: Oak Bay Recreation Centre

Dates: July 3–September 1

Times: 8:45am–4:15pm (hours and days vary based on registration numbers)

Requirements: A, D

Certification Requirement List

(see position descriptions)

A. Emergency First Aid or Standard First Aid with CPR-C

B. Class 4 BC Drivers License (certification to drive a bus)
Driver's Abstract

C. Tennis Canada "Instructor" Level I

D. National Lifeguard Award

E. Lifesaving Instructor

F. Swim Instructor

NOTE: All positions are union—CUPE Local 374. Pay rates shown are 2023 rates plus 14% in lieu of benefits.



SUMMER CAMP EMPLOYMENT APPLICATION

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	

Are you: under 16 yrs 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.

A. Emergency First Aid or Standard First Aid with CPR-C

B. Class 4 BC Drivers License (certification to drive a bus)
 Driver's Abstract

C. Tennis Canada "Instructor" Level I

D. National Lifeguard Award

E. Lifesaving Instructor

F. Swim Instructor

G. Other: _____

I would like to be considered for:

All Positions for which I am qualified

The following camp positions only:

1 _____

2 _____

Camp Float (Please list dates available)

If you have more than 5 planned vacation days, please list dates below:

EXPERIENCE

Previous camp experience

Swimming instruction Age Group Experience

Arts and Crafts Preschool

Theatre School age

Drama

Music

Sports _____

Support/Inclusion Worker _____

Other _____

INTERVIEW AVAILABILITY:

Please check all that apply:

Wednesday, April 12 Thursday, April 13

Friday, April 14

I am not available for a group interview at April 12-14.

I will be available to attend Team Leader interviews April 19-20, if invited.

I will not be available to attend Team Leader interviews April 19-20, if invited.

How to Apply:
 Submit your completed application form and/or resume to:

Job Application Drop Box at the Administration Office,
 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, Wednesday, March 22, 2023.

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
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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:_____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY- This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of FIPPA. The information will be used for processing of fees related to the recreation program. Questions can be directed to the District's Privacy Officer at 2167 Oak Bay Avenue, Victoria BC, V8R 1G2, or 250-598-3311, or foi@oakbay.ca.