



JOB OPPORTUNITY - AUXILIARY

(This is a Union position)

Posting Number #2021-10

PROGRAM TEAM LEADER – SUPPORT & INCLUSION

June 14 – September 3, 2021

The Program Team Leader will be responsible for programs and activities conducted by staff and volunteers. This position supports people with disabilities who are participating in programs, drop-in activities and camps. Under the direction of the Licensed Care Programmer and the Community Recreation Coordinator, the Program Team Leader – Support and Inclusion will plan, prepare and supervise support services which facilitate participation in existing Oak Bay Parks, Recreation and Culture's services and programs.

Responsibilities:

- Works co-operatively with fellow Team Leaders, Programmers, and Coordinators to ensure that the inclusion and support services provided meet program goals;
- Supervises instructors and volunteers on a daily basis;
- Ensures instructors and volunteers are prepared for each day's events and that all supplies and materials are available;
- Liaises with participants and staff in a warm and friendly manner;
- Completes necessary administrative work.

Qualifications:

- Current Class 4 Unrestricted BC Driver's Licence and Driver's Abstract;
- Current Emergency First Aid and CPR-C certifications
- Must have a vehicle (mileage is reimbursed at current municipal rates).
- Minimum two years experience working in a recreational setting and/or working with persons with disabilities;
- Program planning and supervisory experience;
- Ability to work without direct supervision;
- Provision of a current Police or RCMP Criminal Record check.

Rate: \$21.71 per hour + \$3.04 per hour in lieu of benefits

Hours: **June:** Mon – Fri, various shifts between 8:00am – 7:00pm up to a maximum of 15 hours per week.*

Jul – Sept: Mon – Fri, various shifts between 7:30am – 5:30pm up to a maximum of 35 hours per week.*

*Hours may vary according to operational demand, some weekends and evenings may be required.

Please submit applications no later than **4pm, Monday, March 29, 2021** to :

Job Application Drop Box, Recreation Oak Bay,

1975 Bee Street, Victoria, BC, V8R 5E6; or

Email to: recreationjobs@oakbay.ca

Subject line in email should read: 2021-10 Team Leader – Support & Inclusion

Please note: Only shortlisted applicants will be contacted.