



## **JOB OPPORTUNITY – AUXILIARY**

(This is a Union position)

**POSTING #2021-30**

### **YOUTH CENTRE ATTENDANT**

Oak Bay Recreation Centre

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Quality youth programming is an important goal at Recreation Oak Bay. We are looking for an energetic, creative person who has experience working with youth. Position involves implementing activities in the Youth Drop-In Centre and developing a sound liaison with youth in the community.

#### **RESPONSIBILITIES:**

- Assisting with organization of Centre Drop-In activities and special events;
- Supervising the Youth Centre and ensuring a safe environment;
- Developing a monthly calendar for the Youth Centre activities (lunch time/evening);
- Communicate/work with Coordinator on programs and events;
- Ordering and maintaining inventory & supplies for the Youth Centre.

#### **QUALIFICATIONS:**

- Previous experience working with youth;
- Experience with program planning, special events, and youth activities;
- Current CPR-C and Emergency First Aid certification;
- Provision of a current Criminal Record check.

**RATE:** \$15.20 per hour plus \$2.13 per hour in lieu of benefits

**HOURS:** Monday to Thursday 11:30 am – 1:00pm  
Mondays and Wednesdays 2:45pm – 4:45pm  
Fridays 1:30pm-4:15pm

**Pleas submit applications by 4pm, Wednesday, August 11<sup>th</sup>, 2021 to:**

Job Application Drop Box, Recreation Oak Bay,

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

Email: [recreationjobs@oakbay.ca](mailto:recreationjobs@oakbay.ca)

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**Subject line in email should read: 2021-30 Youth Centre Attendant**

Please note: Only short-listed applicants will be contacted.