



FULL TIME JOB OPPORTUNITY
(This is a Union position)
POSTING #2021-70

RECREATION PROGRAMMER (SPORTS/YOUTH)
Oak Bay Recreation Centre

The Recreation Programmer (Sports/Youth) assists the Coordinator in the development, planning and leadership of the Community Arena, Indoor Sports Field, Youth Centre and Youth Programs, Special Events and is responsible for the personal direction of assigned portions of programs in these areas.

Responsibilities:

- Planning and implementing youth programming for summer camps and for the youth centre as well as selected programs in the Indoor Sports Field, including special events;
- Directs and assists in programming of public skating sessions and lesson programs and leads activities suited to the needs and interests of the facility participants;
- Assists in running and supervising the Adult Hockey League and Adult Spring Softball League;
- Assists the Sports Coordinator in ensuring that schedules, procedures and established performance and safety standards are met;
- Acts in the absence of the Coordinator and ensures that the Coordinator is informed of all activities carried out during their absence;
- Assists in selecting, training, supervising and evaluating auxiliary staff;
- Maintains effective working relationships with program interest groups, rental groups and people of all ages;
- Supervises various departmental function areas during evenings, weekends and other times, as required;
- Performs related duties as requested.

Qualifications:

- Graduation from a two-year college program related to Recreation, Physical Education or a related specialty, and a minimum of one year practical experience in skating, hockey, teaching methods, event programming or other suitable experience relating to arenas and dry surface programming;
- Proficiency in MS office software or equivalent;
- Current Class 4 BC Drivers License and current Drivers Abstract;
- Current OFA and CPR 'C';
- Provision of a current Police or RCMP Criminal Record check.

Hours: Hours vary according program requirements, and include evenings and weekends.

April to June: Tuesday - Friday 9am-5pm; Saturday 8am-4pm.

July and August: Monday-Friday 9am-5pm.

September to March: Tuesday 12-8pm; Wednesday, Thursday & Saturday 8am-4pm; Friday 1-9pm

Salary: \$2,228.39 – \$2,391.90bi-weekly (\$31.83 - \$34.17 per hour) (2021 pay rates)

Please submit applications by 4:00pm, November 29th, 2021 to:
Job Application Drop Box, Recreation Oak Bay, 1975 Bee Street, Victoria, V8R 5E6; **or:**
Email: recreationjobs@oakbay.ca

Please note: Only shortlisted applicants will be contacted.