



JOB OPPORTUNITIES - AUXILIARY

(This is a Union position)

Posting Number #2021-71

PROGRAM TEAM LEADERS – LICENSED CARE

Henderson Recreation Centre

This is a recreation position for a Program Team Leader with the Licensed Before and After School Care Programs, for children kindergarten to grade 5. Under the direction of the Community Recreation Programmer, the Program Team Leader will plan, prepare and supervise a safe, fun, and stimulating program.

Responsibilities:

- Plans and implements daily schedule of activities and prepares monthly calendar and newsletter for parents;
- Works co-operatively with fellow Team Leaders and the Community Recreation Programmer to ensure that program goals are met;
- Ensures program areas are kept neat and tidy;
- Supervises attendants on a daily basis;
- Ensures attendants are prepared for each day's events and that all supplies and materials are available;
- Liaises with children, parents, and staff in a warm and friendly manner;
- Ensures programs are compliant with Island Health Licensing regulations;
- Completes necessary administrative work.
- Support in program as needed.

Qualifications:

- Applicants must be a minimum of 19 years of age;
- Current Class 4 Unrestricted BC Driver's Licence and Driver's Abstract;
- Must meet Island Health licensing requirements, including Solicitor General criminal record check, current Emergency First Aid and CPR-C certifications, 20 hours of related training or education;
- Minimum two years experience working with school aged children in a recreational setting;
- Provision of a current Police or RCMP Criminal Record check;
- Related supervisory experience.

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

Hours and Locations:

After School Care – Henderson Recreation Centre: Monday – Friday 1:00pm-5:45pm*

*as required up to 25 hours per week

*Hours may vary according to school schedules, school breaks and enrolment.

Please submit applications no later than 4:00pm, Wednesday, November 24th 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: 2021-71 Team Leader – After School Program

Please note: Only shortlisted applicants will be contacted.