

Sports/Youth Programmer

October 2025 - May 2026

Posting #PRC2025-67

Oak Bay Parks, Recreation and Culture is seeking an organized and energetic individual for the Sports/Youth Programmer position. This position is responsible for assisting the Sports/Youth Coordinator in the development, planning, and leadership of Oak Bay's services pertaining to the arena, indoor sports field, youth centre, and youth programs. Our Auxiliary staff enjoy a free Staff Pass when they work one shift per week, flexibility in hours to accommodate different lifestyles, a culture that cares about work-life balance, and 14% pay on top of their hourly wage in lieu of benefits. We foster a learning environment and provide you with on-the-job training.

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 Occupational First Aid and CPR-C certification.
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicant's financial responsibility to obtain this).

HOURS OF WORK	October-March - Tuesday 12-8pm; Wednesday, Thursday & Saturday 8am-4pm; Friday 1-9pm April-May - Tuesday - Friday 9am-5pm; Saturday 8am-4pm <i>Work hours may vary based on operational requirements.</i>
LOCATION(S)	Oak Bay Recreation Centre
RATE	\$40.44/hr-\$43.40/hr (\$35.47-\$38.07 per hour plus \$4.97-\$5.33 per hour in lieu of benefits) – 2024 rates
STATUS	Auxiliary (This is a union position)
BENEFITS	<ul style="list-style-type: none"> • 14% in lieu of benefits per hour. • Staff Membership to drop-in the weightroom, fitness classes, skating, and pool (applicable to employees with 1 or more set shifts per week)

Please submit applications by 4:00pm, Friday, September 26th, 2025 to:

Job Application Drop Box, Oak Bay Recreation Centre, 1975 Bee Street, Victoria, V8R 5E6 or

Email to: recreationjobs@oakbay.ca

Subject line in email should read: PRC2025-67 Sports/Youth Programmer

Please note that only short-listed applicants will be contacted after the closing date of the posting