

Licensed Care Programmer

November 2025 - April 2026

Posting #PRC2025-70

Oak Bay Parks, Recreation and Culture is seeking an energetic individual to fill the Licensed Care Programmer position for up to six months. Under the direction of the Community Recreation Coordinator this position is responsible for organizing, supervising, and providing Before and After School Care programs and Camps in accordance with relevant legislation, policies, and procedures. 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

- Coordinates, plans, assigns, and maintains a daily schedule of activities for Licensed Care, Before and After School Care programs and camps.
- Provides leadership, guidance, and gives daily work direction to staff.
- Ability to organize and prioritize workload, while working under pressure with general supervision to meet deadlines.
- Hires, trains, schedules, supervises, and evaluates auxiliary staff to meet program goals and objectives.
- Communicates with families, children, and staff on a variety of issues and program initiatives.
- Ability to be Licensing Manager to meet Island Health Licensing Regulations, and ensures guidelines are adhered to.
- Attends meetings with community partners and inter-municipal working groups within Greater Victoria area.
- Coordinates program set-ups and equipment with supply ordering, purchasing, and distribution.
- Ability to work a variety of shifts to meet operational needs and requirements of the program.
- Performs other program related duties as required.

QUALIFICATIONS

- Graduation from a two-year post-secondary program in Recreation, or a related field.
- Minimum of one year experience in Community Recreation programming.
- Direct experience working with children in a recreational setting.
- Excellent interpersonal, customer service, and problem-solving skills.
- Knowledge of registration systems and computer skills including Microsoft Office Suite, and experience with Xplor software is an asset.
- Valid Class 4 BC Drivers License and current Driver's Abstract.
- Valid OFA Basic and CPR C certifications.
- 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	Monday-Friday - 10:00am-6:00pm (35hrs/week) <i>Note: Incumbent must have the ability to work flexible hours, including mornings, late afternoons/evenings, and weekends)</i>
LOCATION(S)	Neighbourhood Learning 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 4:30pm, Monday, October 20th, 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: PRC2025-70 Temporary Licensed Care Programmer

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