

Youth Birthday Party Team Leader

Posting #PRC2026-11

Oak Bay Parks, Recreation and Culture is seeking an enthusiastic and creative individual who loves working in a fast paced environment for the Youth Birthday Party Team Leader position. Working under the direction of the Sports Coordinator and Programmer this position schedules staff to birthday parties as they are booked and ensures the smooth and successful operations of each party. This position assists the Birthday Party Instructors and Attendants as they liaise with parents and youth for themed activities and sports while ensuring a safe and enjoyable atmosphere for patrons. 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. We acknowledge and respect that the District of Oak Bay lies in the traditional territory of the ləkʷəŋən people, known today as the Songhees and Esquimalt Nations, and that their historic connections to these lands continue to this day.

RESPONSIBILITIES

- Assisting with organization, booking and scheduling of birthday parties on a weekly basis.
- Staffing and supervising a team of birthday party instructors, providing support and leadership.
- Maintain supplies, ensure inventory is available and in good supply for all parties.
- Communicate/work with Sports Programmer and Coordinator ongoing.
- Work in Birthday Parties as required (instructor wage).

QUALIFICATIONS

- Previous experience in a leadership role
- Previous experience working with youth.
- Experience with program planning, special events, and youth activities.
- Ability to work a flexible schedule.
- Current Emergency First Aid or Standard First Aid with 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	<p align="center">2-4 hours per week (scheduled as needed)</p> <p>Birthday Party Hours:</p> <ul style="list-style-type: none"> • Fridays - 5:00-7:00pm (dependent on party bookings) • Saturdays - 12:00-7:00pm (dependent on party bookings) • Sundays - 12:00-7:00pm (dependent on party bookings) <p align="center"><i>Work hours may vary based on operational requirements.</i></p>
LOCATION(S)	Neighbourhood Learning Centre
RATE	<p>Team Leader: \$22.64/hour (\$19.86 per hour plus \$2.78 per hour in lieu of benefits) – 2024 rates</p> <p>Instructor: \$25.63/hr-\$26.88/hr (\$23.16-\$24.29 per hour plus \$3.24-\$3.40 per hour in lieu of benefits) – 2024 rates</p>
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, Thursday, February 19, 2026 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: PRC2026-11 Youth Birthday Party Team Leader

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