

Sports & Youth Programmer

Posting #PRC2026-40

Oak Bay Parks, Recreation and Culture is seeking a skilled and organized individual for the Sports & Youth Programmer position. Reporting to the Sports Coordinator, the Sports and Youth Programmer is responsible for the development, planning implementation and leadership of programs and services in the ice arena, indoor sports floor, youth programming and special events. Oak Bay Parks, Recreation and Culture offers a fantastic Municipal Benefits package which includes Pension Plan, Health and Dental coverage, vacation, and sick time entitlement. Other benefits include a Staff facility pass that provides access to our fitness centres, drop-in fitness classes, pool, and skating rink. 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:

- Plans, schedules, and promotes public sessions, lessons, and camps for the ice arena and indoor sports floor.
- Develops and delivers youth programs, initiatives, camps, events, and oversees the youth centre.
- Exercises independent judgment and initiative in all programming functions.
- Recruits, hires, trains, supervises, mentors, and evaluates staff; leads staff meetings.
- Organizes and oversees the Learn to Skate program and adult softball and ice hockey leagues.
- Collaborates with the Coordinator to maintain schedules, procedures, and safety/performance standards.
- Acts on behalf of the Coordinator during absences and keeps them informed of all activities.
- May serve as Team Leader for public skating, Novice Hockey League, skating lessons, and youth instruction.
- Oversees issuance, use, care, and maintenance of program supplies and equipment.
- Builds and maintains positive relationships with program groups, rental groups, and the public.
- Tracks staff certifications to ensure they remain current.
- Coordinates completion of auxiliary staff timesheets.

QUALIFICATIONS:

- Graduation from a two-year college program related to Recreation, Physical Education or a related specialty.
- Minimum one year programming experience in sports, youth, and events; one year of instructional and leadership experience in ice skating and hockey is preferred.
- Proficient in Microsoft 365 or equivalent.
- Current Occupational First Aid & CPR C certifications.
- Current B.C. Class 4 driver's license.
- 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>September-October - Tuesdays, Wednesday, Thursdays, Saturdays 8:30-4:30pm, & Fridays 12-8pm October-March - Tuesday 12-8pm; Wednesday, Thursday & Saturday 8:30am-4:30pm; Friday 1-9pm April-June - Tuesday - Saturday 8:30am-4:30pm July-August - Monday - Friday 8:30am-4:30pm <i>Hours and days are subject to variation to meet operational requirements.</i></p>
LOCATION(S)	Oak Bay Recreation Centre
RATE	<ul style="list-style-type: none"> • \$38.00/hour (Step 1) - \$40.78/hour (Step 3)
STATUS	Permanent Full-Time (This is a union position)
BENEFITS	<ul style="list-style-type: none"> • Municipal Benefits include Pension Plan, Extended Health & Dental coverage, vacation, and sick entitlement. • Staff Membership to drop-in the fitness centres, drop-in fitness classes, skating, and pool.

Please submit applications by 4:30pm, Friday, May 22nd, 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: PRC2026-40 Sports & Youth Programmer

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