

Recreation Coordinator – Henderson Centre

Posting #PRC2026-49

Oak Bay Parks, Recreation and Culture is seeking a skilled and organized individual for the Recreation Coordinator – Henderson Centre position. Reporting to the Senior Manager, Recreation and Cultural Services, the Recreation Coordinator – Henderson Centre is responsible for the development, planning, coordination and leadership of the community recreation programs, inclusion and support, par 3 golf course and licensed childcare for the District. 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:

- Programs and administers community recreation programs and services to provide the greatest possible recreational opportunities for as large a cross section of the community as possible;
- Selects, supervises, schedules, and evaluates capable and qualified full-time and auxiliary staff in community recreation area and related services;
- Acts in a customer service capacity to bring forth new ideas in community recreation and par 3 golf, and to promote public interest and participation in these programs;
- Assists in the development, preparation and monitoring of the community recreation area of the Recreation budget and grants in a manner set out by the Department;
- Maintains up-to-date records of operations and reports to Management;
- Liaises with Henderson Centre reception and maintenance personnel to ensure the facility and equipment provide a safe, healthy, high standard at the Henderson Centre;
- Review and approval of staff payroll;
- Supports the upkeep, security, and stewardship of all community recreation facilities and its assets, including equipment purchases
- Leads and attends staff meetings, in-service, and training as required;
- Liaises with organizations or individuals regarding program activities and facility rentals and assists with their coordination, promotion and participation;

QUALIFICATIONS:

- University degree in recreation, physical education or related degree, combined with a minimum of two years of prior leadership experience in the supervision of community recreation programming and service delivery;
- Ability to act as the Licensee of Licensed Care by Island Health;
- Proficiency with Microsoft 365 or equivalent;
- Current Basic First Aid & CPR C certifications;
- A current B.C. Class 4 Driver's License is an asset;
- Consent to Criminal Records Review Program Criminal Record Check and Police Information Check with Vulnerable Sector (Note: This is the applicant's financial responsibility to obtain this).

HOURS OF WORK	Monday - Friday 8:30am-4:30pm <i>Hours and days are subject to variation to meet operational requirements.</i>
LOCATION(S)	Henderson Centre
RATE	\$48.18/hour (Step 1) - \$52.15/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, July 3rd, 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: PRC2026-49 Community Recreation Coordinator

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