

Community Recreation Programmer

Posting #PRC2026-58

Oak Bay Parks, Recreation and Culture is seeking an enthusiastic and creative individual who loves working in a fast paced environment for the Community Recreation Programmer position. 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

- Coordinate preschool and children's programs, camps, birthdays and drop-ins' services for participants.
- Plan and oversee program delivery, including facility scheduling, staffing, promotions, customer service, and community responsiveness.
- Recruit, train, schedule, supervise, and evaluate auxiliary staff, contractors and volunteers.
- Liaise with individuals, families, supervisors, staff, contractors, and external partners to support effective recreation programs and services.
- Foster a welcoming and inclusive environment across community recreation programs and spaces.
- Maintains close communications with all Program Supervisors, Maintenance and Reception to facilitate programming delivery.
- Work with recreation contractors to plan and implement community programs.
- Monitor program revenue and expense within an assigned budget.
- Coordinates the gathering, formation and distribution of promotional materials for program areas.
- Lead or participate in staff meetings, in-services, and internal or external committees as required.
- Acts in the absence of the Coordinator and ensures that the Coordinator is informed of all activities carried out during their absence.
- Performs other related duties as required.

QUALIFICATIONS

- Completion of a two-year post-secondary program in recreation, or a related field.
- A minimum of one year of experience in community recreation programming.
- Knowledge of registration systems and computer skills including Microsoft 365.
- Valid Class 4 Unrestricted BC Driver's License and current Driver's Abstract.
- Current OFA-Level 1 certification 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	September-June: Tuesday-Saturday, 9:00am-5:00pm (35hrs/week) July-August: Monday-Friday 8:30am-4:30pm (35hrs/week) <i>Work hours may vary based on operational requirements.</i>
LOCATION(S)	Henderson Recreation Centre
RATE	\$38.00/hr (step 1)-\$40.78/hr (step 3) – 2026 rates
STATUS	Permanent Full-Time (This is a union position)
BENEFITS	• 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, Tuesday, July 28, 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: PRC2026-58 Community Recreation Programmer

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