

Community Recreation Programmer - Inclusion

Posting #PRC2026-63

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 – Inclusion. 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 Inclusion and support services for participants of all ages and abilities in departmental programs and services, with focus on supporting children in licensed care and recreation camps.
- Plan, develop, and deliver community recreation programs and camps which foster welcoming, accessible, and inclusive participation for people of all abilities
- Recruit, train, schedule, supervise, and evaluate auxiliary staff, contractors and volunteers.
- Liaise with individuals, families, supervisors, staff, contractors, and external partners to support effective inclusive services.
- Foster a welcoming and inclusive environment across community recreation programs and spaces.
- Facilitates and provides inclusion worker support as required.
- Collaboration and effective communication with Program Supervisors to support inclusion services and program delivery.
- Plan and oversee program delivery, including facility scheduling, staffing, promotions, customer service, and community responsiveness.
- Work with recreation contractors to plan and implement community programs.
- Monitor program revenue and expense within an assigned budget.
- Lead or participate in staff meetings, in-services, and internal or external committees as required.
- Supports Licensed Childcare Supervisor with licensed childcare program delivery.
- Perform other related duties as assigned.

QUALIFICATIONS

- Completion of a two-year post-secondary program in recreation, or a related field.
- A minimum of one year or recreation programming experience in community recreation program delivery.
- Preferred: experience in supporting individuals in inclusion within recreation settings.
- Knowledge of registration systems and computer skills including Microsoft 365; experience with Xplor software is an asset.
- Ability to meet Island Health Child Care Licensing requirements
- Valid Class 4 Unrestricted BC Driver's License and current Driver's Abstract.
- Current OFA-Level 1 certification with CPR-C certification.
- 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	September-June: Sunday-Thursday 8:30am-4:30pm (35hrs/week) July-August: Monday-Friday 8:30am-4:30pm (35hrs/week) Note: Incumbent must have the ability to work flexible hours, including mornings, late afternoons/evenings, and weekends.
LOCATION(S)	Neighbourhood Learning Centre / 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, Thursday, August 6th, 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: PRC2026-63 Community Recreation Programmer - Inclusion

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