

Licensed Childcare Supervisor

Estimated start date end of August 2026, for up to 18 months

Posting #PRC2026-64

Oak Bay Parks, Recreation and Culture is seeking a skilled and organized individual for the temporary Licensed Childcare Supervisor position while the incumbent is on maternity leave. Reporting to the Community Recreation Licensing Coordinator, the Licensed Childcare Supervisor is responsible for licensed childcare operations (daycare, and before and after school care), as well as recreational programs and camps. Our Auxiliary staff enjoy a free Staff Pass when they work one shift per week, 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:

- Maintains close communications with relevant District staff, School District 61 staff and the Island Health licensing officer in relation to all licensed childcare programs.
- Responsible for working within provincial Community Care Facilities Licensing Regulations – Child Care Licensing Regulations and attends any regional childcare meetings.
- Communicates regularly to support families enrolled in licensed care and programs.
- Selects, supervises, schedules, and evaluates capable and qualified full-time and auxiliary staff in licensed childcare, community recreation and related services.
- Assists with grant management including applications and reporting.
- Assists with budget for licensed and recreation programs.
- Supports and liaises with maintenance, reception and all program staff in the facilities.
- Plans, assigns and maintains daily schedule of activities for licensed care programs and community recreation programs.
- Maintains and purchases necessary supplies for all programs within designated budget.
- Maintains up-to-date records of operational requirements; review and approval of staff payroll.
- Acts as a leader in programs when necessary.
- Leads and attends staff meetings, in-services, and training as required.

QUALIFICATIONS:

- University degree in Recreation, Child and Youth Care, or a related degree.
- A minimum of two years' experience in licensed childcare management and community recreation programming;
- Early Child Care Education Assistant or Early Child Care Education certification is an asset.
- Ability to meet Island Health Child Care Licensing requirements and secure approval as Manager of Licensed Care;
- Proficiency with Microsoft 365 or equivalent.
- Current Basic First Aid & CPR C certifications.
- Class 4 Driver's License and Driver's Abstract from the Province of British Columbia;
- 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 – Monday - Friday 10:00am-6:00pm July-August – Monday - Friday 9:00am-5:00pm <i>Hours and days are subject to variation to meet operational requirements.</i>
LOCATION(S)	Neighbourhood Learning Centre
RATE	\$50.07/hr (Step 1)-\$53.10/hr (Step 3) (\$43.92-\$46.58 per hour plus \$6.15-\$6.52 per hour in lieu of benefits) – 2026 rates
STATUS	Auxiliary (This is a union position)
BENEFITS	• 14% in lieu of benefits per hour. • Staff Membership to drop-in the weightroom, 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: PRC2026-64 Licensed Childcare Supervisor

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