

Before/After School Program Attendant

September 2026 - June 2027

Posting #PRC2026-54A

Oak Bay Parks, Recreation and Culture is seeking Program Attendants to join the Before/After School Program team. Under the direction of the Team Leader and Licensed Childcare Supervisor, Attendants will assist in the planning and implementation of a creative and stimulating Before/After School Program for children in kindergarten to Grade 5. Our Auxiliary staff enjoy a free Staff Pass when they work one shift per week, flexibility in hours to accommodate different lifestyles, 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

- Works cooperatively with the Team Leader(s) and fellow Attendants to ensure that program goals are met.
- Ensures program areas and supplies are kept neat and tidy.
- Helps plan and implement daily activities.
- Follows policies and procedures for Licensed Childcare programs.
- Liaise with children and families.
- Leads children in planned activities which may include sports, games, crafts, swimming, and out-trips.

QUALIFICATIONS

- Applicants must be a minimum of 19 years of age.
- Must meet Island Health licensing requirements, including current Emergency First Aid and CPR-C certifications and 20 hours of related training or education.
- Minimum two years' experience working with school aged children in a recreational setting.
- Current Emergency First Aid or Standard First Aid 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	Before School Care: Monday-Friday 7:15-9:15am (up to 10 hours/week as required) After School Care: Monday-Friday 2:00pm - 5:30pm (up to 15 hours/week as required) Note: Hours may vary according to school drop-off times, school breaks, enrolment, and program needs.
LOCATION(S)	Neighbourhood Learning Centre and/or Henderson Recreation Centre
RATE	\$23.09/hour (\$20.25 per hour plus \$2.84 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 (applicable to employees with 1 or more set shifts per week)

This posting will remain open until suitable applicant(s) are found. Please submit applications 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: PRC2026-54A After School Care Attendant

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