

Recreation Programmer - Racquet Sports

Posting #PRC2026-65

Oak Bay Parks, Recreation and Culture is seeking an enthusiastic and creative individual who loves working in a dynamic, fast-paced environment for the Recreation Programmer – Racquet Sports. 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

- Plans, schedules and promotes racquet sports programs and leads activities suited to the needs and interests of the participants and the community.
- Operates with a high degree of independent judgment, action, and initiative in all aspects of the programming function.
- Assists in recruiting, supervising, training, and evaluating the staff team. Provides on-site staff mentoring, attends and leads staff meetings, and workshops.
- Books and coordinates daily private tennis lessons ensuring courts are well-utilized, and when not in use for private lessons, are made available for public court bookings.
- Develops programming to improve opportunities for special interest groups (i.e., players with diverse abilities, advanced group lessons) to participate in racquet sports and progress through skill pathways.
- Acts in the capacity of a head coach in the Tennis Program with on-deck hours including instruction and occasional subbing.
- Assists the Coordinator in ensuring that schedules, procedures and established performance and safety standards are met.
- Acts as the onsite Tournament Director during special events, including liaising with Tennis BC and Tennis Canada where applicable, ensuring policy adherence, scheduling draws, and securing sponsors and contractors as needed.
- Coordinates the correct completion of auxiliary staff timesheets.
- Tracks staff certifications and ensure they are current.
- Performs related duties as requested.

QUALIFICATIONS

- Graduation from a two-year college program related to Recreation, Physical Education or a related specialty.
- Minimum one-year sports and/or recreation programming experience
- Tennis Canada Instructor 1 certification or higher.
- Experience with tournament and events management is considered an asset.
- Proficient with Microsoft 365 or equivalent.
- Current Basic First Aid and CPR C Certification.
- Current BC Driver's License.
- 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: Sunday 9:00am-5:00pm, Monday & Wednesday 10:00am-6:00pm, Tuesday & Thursday 11:00am-7:00pm (35hrs/week) July-August: Monday-Friday 8:15-4:15pm (35hrs/week) <i>Work hours may vary based on operational requirements.</i>
LOCATION(S)	Oak Bay Recreation 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 13th, 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: PRC2026-65 Recreation Programmer – Racquet Sports

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