

Birthday Party Team Leader

Posting #PRC2026-67

Oak Bay Parks, Recreation and Culture is seeking a motivated and organized individual for our Birthday Party Team Leader at the Henderson Recreation Centre and Neighbourhood Learning Centre. Our ideal applicant is energetic, has previous supervisory experience, and loves to work with children. Working under the direction of the Community Recreation Programmer, this position is responsible for the planning, implementation, and supervision of birthday parties, weekend Kindergym, and staff. 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 lək'wəŋən people, known today as the Songhees and Esquimalt Nations, and that their historic connections to these lands continue to this day.

RESPONSIBILITIES

- Schedules and supervises Birthday Attendants.
- Ensures birthday areas are kept neat and tidy.
- Ensures Birthday Attendants are prepared for each party with supplies and materials.
- Liaises with children, parents, and staff in a warm and friendly manner.

QUALIFICATIONS

- Previous experience planning, organizing, and implementing events and parties.
- Experience supervising and training staff.
- Ability to work as an effective team member.
- Ability to work a flexible schedule.
- 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	• Saturdays between the times of 10:30am-5:00pm • Sundays between the times of 9:00am-5:00pm <i>Work hours may vary based on operational requirements.</i>
LOCATION(S)	Henderson Recreation Centre/Neighbourhood Learning Centre
RATE	\$29.66 (\$26.02 per hour plus \$3.64 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)

Please submit applications by 4:30pm, Monday, August 10th, 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: PRC2026-67 Birthday Party Team Leader

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