

After School Program Team Leader

September 2026 - June 2027

Posting #PRC2026-55A

Oak Bay Parks, Recreation and Culture are seeking an After School Program Team Leader to join the Licensed Childcare team. Working under the direction of the Licensed Childcare Supervisor, the After School Care Team Leader will plan, prepare, and supervise a safe, fun, and stimulating program. 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

- Plans the daily schedule of activities and prepares monthly calendars and newsletters for families.
- Works co-operatively with fellow Team Leaders and the Licensed Childcare Supervisor to ensure that program goals are met.
- Ensures program areas are kept neat and tidy.
- Supervises Program Attendants daily.
- Ensures Program Attendants are prepared for each day's events with all necessary supplies and materials needed.
- Liaises with children, parents/guardians, and staff in a warm and friendly manner.
- Ensures programs are compliant with Island Health Licensing regulations.
- Completes necessary administrative work.
- Provides active support in the program as needed.
- Works in ratio depending on program needs in the after-school care program and camps.

QUALIFICATIONS

- Applicant must be a minimum of 19 years of age.
- Current Class 4 Unrestricted BC Driver's Licence and Driver's Abstract.
- 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, including minimum 6 months in a supervisory role.
- 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	Monday to Friday: 1:30 - 5:30pm (up to 20 hours/week as required) Note: Hours may vary according to school drop-off times, school breaks, and enrollment.
LOCATION(S)	Neighbourhood Learning Centre
RATE	\$29.66/hr (\$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)

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: PRC2026-55A After School Care Team Leader

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