



EXPRESSION OF INTEREST - AUXILIARY

INTERNAL EMPLOYEES ONLY

Receptionist (Temporary)

November 20, 2026 – up to 3 months (1 position available)

Posting #EOI-PRC2026-03 (revised)

Oak Bay Parks, Recreation and Culture invites expressions of interest for the position of Receptionist to provide temporary support while the incumbent is on leave. This position is responsible for customer service in person and over the phone, taking admissions, registrations and other varied general clerical and administrative work related to the functioning of the centre.

ELIGIBILITY CRITERIA:

- Warm outgoing personality with extensive experience dealing with the public.
- Working knowledge of reception skills such as filing, billing, cashiering, word processing and computerized registration programs.
- Graduation from Senior Secondary School and minimum of two years experience.
- Proficient with Microsoft Office 365.
- Current OFA-Level 1 and CPR-C certification.

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.

HOURS OF WORK	Friday – 2:30-10:30pm Saturday – 2:30-10:30pm Sunday – 12:00-5:00pm Monday – 10:30am-2:30pm <i>Work hours may vary based on operational requirements.</i>
LOCATION(S)	Oak Bay Recreation Centre
RATE	\$39.17 per hour (\$34.36 per hour plus \$4.81 per hour in lieu of benefits)
STATUS	Auxiliary (This is a union position)

Interested employees are asked to contact Krista Shaw, Head of Reception - OBRC, via email at kshaw@oakbay.ca by 4:30pm, September 29, 2026, include a resume and the following information:

- Name
- Contact information
- Relevant qualifications and experience
- Availability
- Current supervisor
- Proof of required certifications