OAK BAY
PARKS, RECREATION
& CULTURE

JOB OPPORTUNITIES – AUXILIARY

Receptionist

Posting #PRC2026-91

Do you have experience working with the public and have a passion for serving your community? Then we have the perfect fit for you! Oak Bay, Henderson and Monterey Recreation Centres are seeking dependable and enthusiastic individuals to join the Reception team. This position involves answering inquiries regarding recreation programs, registration, operating a point-of-sale system for public admissions, and performing a number of clerical duties. These positions involve constant public contact therefore the successful applicants must have a warm friendly attitude, combined with good communication skills. 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 lək̓ʷəŋən people, known today as the Songhees and Esquimalt Nations, and that their historic connections to these lands continue to this day.

RESPONSIBILITIES

- Answering both over the phone and in person inquiries regarding various recreation programs.
- Registering and finding the correct program to meet specific patron needs and wants.
- Taking admissions and operating a point of sale system.
- Liaises with the public in a friendly manner.
- Completing various clerical duties as required.

QUALIFICATIONS

- High school Diploma.
- Extensive experience working with the public.
- Two years of office/reception experience in a similar environment.
- Keyboarding skills (45wpm).
- Working experience with Microsoft Office 365.
- Multi-line telephone experience.
- Cash handling experience.
- Ability to deal with emergency procedures as required, including providing on-deck assistance to lifeguard staff during a pool emergency.
- Ability to work under pressure and without close supervision.
- Current Basic First Aid Level 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	Shifts scheduled between 5:45am-10:30pm – 7 days a week. **Applicants must have availability in the evenings, weekends, and on-call as needed basis.** ***Note:*** *Hours may vary based on operational requirements.*
LOCATION(S)	Oak Bay Recreation Centre, Henderson Recreation Centre and/or Monterey Recreation Centre
RATE	$28.28/hr ($24.81 per hour plus $3.47 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, Tuesday, November 17th, 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: PRC2026-91 Receptionist

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