

Summer Camp Receptionist

June – Early September

2 Positions Available

Posting #PRC2025-33

Do you love attention to detail and are an organized individual? Then we have the position for you! Oak Bay Parks, Recreation and Culture are seeking two individuals for the Summer Camp Receptionist positions at Oak Bay and Henderson Recreation Centres. This position is responsible for providing support to our Summer Camp programs, which includes organizing camp lists, distributing camp itineraries, assisting with daily camp sign in, gathering and maintaining emergency contact information, and liaising with parents and guardians as required. 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.

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 Occupational First Aid Level 1 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	Oak Bay Summer Camp Receptionist: Sunday-Thursday, up to 25hrs per week Henderson Summer Camp Receptionist: Sunday-Monday, up to 15hrs per week <i>Please Note: These positions will have the opportunity to pick up additional shifts and can work a combined total of 35hrs per week. Hours may vary based on operational requirements.</i>
LOCATION(S)	Oak Bay Recreation Centre and Henderson Recreation Centre
RATE	\$26.40 (\$23.16/hr plus \$3.24/hr in lieu of benefits – 2024 rates)
STATUS	Auxiliary (This is a union position)
BENEFITS	<ul style="list-style-type: none"> • 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 4:00pm, Tuesday, May 13th, 2025 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: PRC2025-33 Summer Camp Receptionist

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