

Support & Inclusion Team Leader

August 5th – August 29th, 2025 (Summer Camps)

Posting #PRC2025-41

Do you love working with children with inclusion needs and have supervisory experience? Then we have the perfect job for you! Oak Bay Parks, Recreation, and Culture is seeking a Support and Inclusion Team Leader to join the summer camp team.

The ideal applicant loves working and leading a team of staff to support for school aged children who need extra support participating in programs and camps. This position requires someone who is organized and dedicated to making a difference in the Oak Bay community. Working under the direction of the Inclusion Programmer, the Team Leader will plan, prepare, and supervise, engaging inclusive camps for children in kindergarten to grade 5. 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.

RESPONSIBILITIES

- Works co-operatively with fellow Team Leaders, Programmer, and Coordinators to ensure that the inclusion support services are provided and meet program goals.
- Supervises, and provides leadership and guidance to Inclusion Instructors, Attendants, and volunteers on a daily basis.
- Plans and implements daily activities with the proper supplies and materials needed.
- Providing the necessary guidance to ensure the safety of all participants.
- Provides effective first aid treatment and follow up in the event of accidents or injuries.
- Liaises with children, parents, and staff in a warm and friendly manner.
- Ability to plan, organize and implement programs to the satisfaction of the Coordinator, Programmer and the participants.
- Ability to work in an independent and responsible manner, without direct supervision.

QUALIFICATIONS

- Current Class 4 Unrestricted BC Driver's Licence and Driver's Abstract.
- Must have a vehicle (mileage is reimbursed at current municipal rates).
- Minimum two years experience working in a recreational setting and/or working with children needing support
- Program planning and supervisory experience.
- Ability to work without direct supervision.
- 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	Monday-Friday – shifts vary between 7:30am-5:30pm (maximum of 35 hours/week) <i>Work hours may vary based on operational requirements.</i>
LOCATION(S)	Neighbourhood Learning Centre/Oak Bay Recreation Centre/Henderson Recreation Centre
RATE	\$25.63/hr-\$26.88/hr (\$23.16-\$24.29 per hour plus \$3.24-\$3.40 per hour 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, July 29th, 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: PRC2025-41 Support & Inclusion Team Leader

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