

Birthday Party Instructor

Posting #PRC2025-51

Oak Bay Parks, Recreation and Culture is seeking friendly and energetic individuals to lead our Birthday Parties in the Youth Centre. Working under the direction of the Team Leader, Instructors will be responsible for providing a fun safe environment for Youth Birthday Parties for ages eight and up. 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

- Actively participate and assist in party activities for a variety of age groups.
- Plan games and activities appropriate for Birthday Party groups.
- Liaise with children, parents and staff in a warm and friendly manner.
- Assist with set up and clean up for parties and programs.

QUALIFICATIONS

- Precious experience with supervising and hosting activities for youth ages 8-16yrs.
- Comfortable working alone.
- Ability to work a flexible schedule.
- 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	Birthdays run Fridays (4:30-7:15pm) and Saturday & Sunday (12:45-3:15pm and 4:45-7:15pm) <i>Work hours vary and are based on registration and operational requirements.</i>
LOCATION(S)	Neighbourhood Learning Centre
RATE	\$25.63-\$26.88 (\$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, Thursday, August 7th, 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: PRC2025-51 Birthday Party Instructor

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