

Before School Care Team Leader

September 2025 – June 2026

Posting #PRC2025-55

Do you love working with children and are over the age of 19? Then we have the perfect fit for you! Oak Bay Parks, Recreation and Culture are seeking a Before School Care Team Leader to join the Licensed Care team. Our ideal applicant is organized and dedicated to making a difference in our community. Working under the direction of the Licensed Care Programmer the After School Care Team Leader will plan, prepare, and supervise a safe, fun, and stimulating program. 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

- Plans the daily schedule of activities, and prepares monthly calendars and newsletters for parents/guardians.
- Works co-operatively with fellow Team Leaders and the Licensed Care Programmer to ensure that program goals are met.
- Ensures program areas are kept neat and tidy.
- Supervises Program Attendants on a daily basis.
- Ensures Program Attendants are prepared for each day's events with all necessary supplies and materials needed.
- Liaises with children, parents/guardians, and staff in a warm and friendly manner.
- Ensures programs are compliant with Island Health Licensing regulations.
- Completes necessary administrative work.
- Provides active support in the program as needed.
- Works in ratio depending on program needs in the after-school care program and camps.

QUALIFICATIONS

- Applicant must be a minimum of 19 years of age.
- Current Class 4 Unrestricted BC Driver's Licence and Driver's Abstract.
- Must meet Island Health licensing requirements, including current Emergency First Aid and CPR-C certifications and 20 hours of related training or education.
- Minimum two years' experience working with school aged children in a recreational setting, including minimum 6 months in a supervisory role.
- 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	Regular hours scheduled Monday-Friday between 7:00-10:00am. Note: Hours may vary according to school drop-off times, school breaks, and enrolment.
LOCATION(S)	Neighbourhood Learning Centre
RATE	\$27.69 (\$24.29 per hour plus \$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, Wednesday, August 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: PRC2025-55 Before School Care

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