



JOB OPPORTUNITIES – TEMPORARY FULL TIME

Programmer – Volunteers, Trips/Events

Start date in April – for up to 9 months

Posting #PRC2024-22

Monterey Recreation Centre is seeking a friendly, competent, and enthusiastic individual to program events, trips, manage volunteers and oversee the Fern Café. Under the direction of the Monterey Centre Coordinator, this position is responsible for Monterey’s volunteer program, planning and overseeing events and day trips, acting as a staff liaison for Monterey Recreation Activity Associations clubs, and supervising the auxiliary staff in the Fern Café. Employment with Oak Bay Parks, Recreation and Culture includes a staff facility pass that provides access to our weightroom, pool, skating rink, and drop-in fitness classes.

RESPONSIBILITIES

- Program Centre events and assist with community events.
- Volunteer management (recruitment, screening, training, engagement, and coordination of volunteers).
- Planning and attending day trips as necessary; selecting and supervising auxiliary Team Leader staff.
- Selecting and supervising auxiliary Lounge Host staff.
- Working closely with the Food Services staff and volunteers to plan and execute events.
- Promoting and advertising day trips, events and volunteer opportunities.
- Acting as a staff liaison for clubs run by the Monterey Recreation Activity Association.
- Assisting staff members and volunteers in initiating and maintaining programs.
- Available to the general membership, clubs and volunteers for support and assistance in performing their duties.

QUALIFICATIONS

- Two year diploma in the area of Recreation or a related field.
- One or more years of experience with programming in community recreation, preferably working with volunteers and adults/older adults.
- Proficiency with software including Microsoft Office and Volunteer Management programs.
- Valid BC Drivers License (BC Class 4 License is an asset).
- Current CPR-C and OFA-Level 1 certification.
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: It is the applicant’s financial responsibility to obtain this).

HOURS OF WORK	Tuesday- Saturday 8:30am-4:30pm; Monday-Friday in July & August <i>Please Note: Hours may vary based on programming and evening events.</i>
LOCATION(S)	Monterey Recreation Centre
RATE	35 hour work week, \$40.44/hour (\$35.47 + \$4.97 in lieu of benefits)
STATUS	Temporary Full Time (This is a union position)
BENEFITS	Staff Membership to drop-in the weightroom, fitness classes, skating, and pool

The District has previously enacted a mandatory COVID-19 vaccination policy to safeguard the wellbeing of all employees. This policy may be reinstated based on the level of assessed risk to District employees or Provincial Health Order requirements.

**Please submit applications by 4:00pm, Thursday, April 4, 2024 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: PRC2024-22 Programmer- Volunteers, Trips/Events

Please note that only short-listed applicants will be contacted