

# Spring Break 2025 Employment Opportunities

March 17-28, 2025

## BENEFITS OF WORKING CAMPS

- Additional 14% in pay per hour in lieu of benefits.
- Staff facility pass that provides access to weightroom, pool, skating, and selected drop-in fitness classes.
- Invaluable work experience.
- A lively and inclusive work environment.
- Opportunities for advancement and growth within the organization.

## APPLICATION PROCESS

1. Submit your completed application at Oak Bay Recreation Centre, 1975 Bee Street, Victoria, BC V8R 5E6 or email to [recreationjobs@oakbay.ca](mailto:recreationjobs@oakbay.ca) Applications must be received by **4:00pm, Monday, January 27, 2025.**
2. Applicants will be considered for all positions for which they are qualified. If you only want to be considered for specific positions, please indicate on the application form.
3. Shortlisted applicants will be contacted by e-mail if selected for an interview. Please ensure your email address is clearly printed on the application form and please add [humanresources@oakbay.ca](mailto:humanresources@oakbay.ca) to your safe list for incoming emails.

We regret that only shortlisted applicants will be contacted. Late applications will be considered after applications received by closing date are processed.

## HIRING PROCESS

1. Shortlisted applicants will be contacted by email by Friday, January 31. Interviews will be conducted between February 4-7.
2. Only shortlisted applicants will be required to provide an original Police Information Check with Vulnerable Sector Screening dated within one year, to be presented to Human Resources by Friday, February 28. (Note: It is the applicant's financial responsibility to obtain this)
3. Training will be held between March 4-12. This is a mandatory paid session.
4. Short-listed applicants (including current staff) will be required to bring original certificates to the interview. Specific certifications required are listed with each position.

## THINKING OF APPLYING FOR SUMMER CAMPS?

Spring Break Camps are a great opportunity to gain experience and develop your skills for the summer. If you are wanting to work Summer Camps, we highly encourage taking this opportunity to try it out

Many summer positions require a Class 4 Drivers License to drive the bus for various out trips. If you are eligible and interested in driving the bus for the summer, don't hesitate in getting your license!

The closer it gets to summer, the fewer road tests are available so book now! For further details please visit the ICBC website at [www.icbc.com/driver-licensing/getting-licensed](http://www.icbc.com/driver-licensing/getting-licensed)



## TEAM LEADER (1 POSITION)

Responsible for programs and activities conducted by Instructors and Attendants in camps for children aged 3-14 years

**LOCATION:** Neighbourhood Learning Centre

**TIMES:** 7:45am-5:15pm (hours vary)

**RATE:** \$28.10 (\$24.65/hr + \$3.45/hr in lieu of benefits)

**CERTIFICATIONS:** A, B

### DUTIES WILL INCLUDE:

- Program and lesson planning
- Scheduling and purchasing supplies
- Always ensuring the safety of participants
- Will be required to fill in for staff breaks, sickness, or as required

### QUALIFICATIONS:

- Ability to work without direct supervision
- Leadership and organizations experience
- Program planning and supervisory experience
- Experience working with children ages 3-14 years
- Ability to work with the public in a diplomatic and tactful manner
- Must have a vehicle (millage will be reimbursed at current municipal rate)

## SKIDADDLE INSTRUCTOR (2 POSITIONS)

**Location:** Neighbourhood Learning Centre

**Times:** 8:15am-5:15pm (hours vary)

**Rate:** \$26.40-\$27.69 (\$23.16-\$24.29/hr + \$3.24-\$3.40/hr in lieu of benefits)

**Certifications:** A

**Description:** Organize, instruct, and supervise up to 30 children in camps.

## THEME INSTRUCTOR (2 POSITIONS)

**Location:** Neighbourhood Learning Centre & Henderson Recreation Centre

**Times:** 8:15am-5:15pm (hours vary)

**Rate:** \$26.40-\$27.69 (\$23.16-\$24.29/hr + \$3.24-\$3.40/hr in lieu of benefits)

**Certifications:** A

**Description:** Organize, instruct, and supervise up to 20 children in camps.

## FUN UNLIMITED INSTRUCTOR (1 POSITION)

**Location:** Neighbourhood Learning Centre & Oak Bay Recreation Centre

**Times:** 8:15am-1:45pm (hours vary)

**Rate:** \$26.40-\$27.69 (\$23.16-\$24.29/hr + \$3.24-\$3.40/hr in lieu of benefits)

**Certifications:** A, D

**Description:** Organize, instruct, and supervise children in a flexible camp with swimming lessons.

## JUNIOR LIFEGUARD INSTRUCTOR (1 POSITION)

**Location:** Oak Bay Recreation Centre

**Times:** 8:45am-4:15pm (hours vary)

**Rate:** \$26.40-\$27.69 (\$23.16-\$24.29/hr + \$3.24-\$3.40/hr in lieu of benefits)

**Certifications:** A

**Description:** Organize, instruct, and supervise children in a lifeguarding themed camp.

## CERTIFICATION REQUIREMENT LIST

(see position descriptions)

- A) Emergency or Standard First Aid with CPR-C
- B) Unrestricted Class 4 BC Drivers License and Drivers
- C) National Lifeguard
- D) Swim Instructor

**NOTE:** All positions are union—CUPE Local 374. Pay rates shown are 2024.

**All camps will be held from March 17-28.**

## INCLUSION INSTRUCTOR (VARIES)

**Location:** Varies

**Times:** 8:30am-5:00pm (hours vary)

**Rate:** \$26.40-\$27.69 (\$23.16-\$24.29/hr + \$3.24-\$3.40/hr in lieu of benefits)

**Certifications:** A

**Description:** Provide 1:1 and/or small group support for participants within camps.

## SKIDADDLE ATTENDANT (VARIES)

**Location:** Neighbourhood Learning Centre

**Times:** 8:15am-5:15pm (hours vary)

**Rate:** \$21.55 (\$18.90/hr + \$2.65/hr in lieu of benefits)

**Certifications:** A

**Description:** Attendants lead scheduled games and activities, including out trips.

## THEME ATTENDANT (2 POSITIONS)

**Location:** Neighbourhood Learning Centre & Henderson Recreation Centre

**Times:** 8:15am-4:45pm (hours vary)

**Rate:** \$21.55 (\$18.90/hr + \$2.65/hr in lieu of benefits)

**Certifications:** A

**Description:** Assist Instructors with the supervision of camps and implementing camp activities.

## FUN UNLIMITED ATTENDANT (2 POSITIONS)

**Location:** Neighbourhood Learning Centre

**Times:** 8:30am-1:45pm (hours vary)

**Rate:** \$21.55 (\$18.90/hr + \$2.65/hr in lieu of benefits)

**Certifications:** A, D

**Description:** Assist Instructor with the supervision of camps, implementing camp activities, and swimming lessons.

## JUNIOR LIFEGUARD CAMP LIFEGUARD (1 POSITION)

**Location:** Oak Bay Recreation Centre

**Times:** 8:15am-5:15pm (hours vary)

**Rate:** \$21.55 (\$18.90/hr + \$2.65/hr in lieu of benefits)

**Certifications:** A, C

**Description:** Assist Instructor with the supervision of camps and implementing camp activities.

# Spring Break 2025 Application for Employment

Please print legibly and provide complete information to every question. Information provided will remain confidential.

Last Name		First Name	
Phone		Email	
Street Address		City	Postal Code
I am under the age of 16		Are you legally authorized to work in Canada	
		Yes	No
Are you past or present employee of Oak Bay Parks, Recreation and Culture?		Yes	No

## EDUCATION

	Returning?	
	In Progress	Completed
University/College		
High School		

## CERTIFICATIONS

Please bring original documents to the interview

- Emergency or Standard First Aid with CPR-C
- Class 4 BC Drivers License (Bus License)
- National Lifeguard Award
- Swim Instructor
- Other:

## EXPERIENCE

Age Group Experience	
Preschool	School Age
Swimming Instruction	
Arts	
Sports	
Support/Inclusion Work	
Other	

## I WOULD LIKE TO BE CONSIDERED FOR:

Check all that apply:

**All positions for which I am qualified for**

- Team Leader
- Skidaddle Instructor
- Theme Instructor
- Fun Unlimited Instructor
- Junior Lifeguard Instructor
- Inclusion Instructor
- Skidaddle Attendant
- Theme Attendant
- Fun Unlimited Attendant
- Junior Lifeguard Camp Lifeguard

## AVAILABILITY

Notes:

March 17-21, 2025

March 24-28, 2025

## HOW TO APPLY

Submit your completed application form and/or resume to:

Oak Bay Recreation Centre (1975 Bee Street, Victoria, BC, V8R 5E6)

OR Email: recreationjobs@oakbay.ca

OR Fax 250-370-7127

**Applications must be submitted by  
4:00pm, Monday, January 27, 2025**

\*All late applications will only be considered after all other eligible applicants\*

## LAST OR PRESENT EMPLOYMENT

Name of Business	Dates Employed (from/to)
Type of Business	Your Job Title
Job Duties & Responsibilities	
Reason for Leaving (if applicable)	

## PREVIOUS EMPLOYMENT

Name of Business	Dates Employed (from/to)
Type of Business	Your Job Title
Job Duties & Responsibilities	
Reason for Leaving (if applicable)	

## REFERENCES (OPTIONAL)

References should be former supervisors or educators fully familiar with your education and experience.

Name	Phone Number	Email	Relationship

## COMMENTS

What other abilities, skills or special qualities do you feel possess that would enhance the delivery of camps?  
Please submit a cover letter if you wish to provide us with further information about yourself.

I hereby certify that the answers given by me in this application are true and complete. I understand and agree that if any of such answers are at anytime found to be false, the Corporation of the District of Oak Bay may at its option and its sole discretion, terminate my employment. All employees shall, as a condition of employment, become members of CUPE Local 374.

Date:

Applicants Signature: