

Employment Opportunities Summer Camps

BENEFITS OF WORKING WITH US

- 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.



PROCESS AT A GLANCE

Submit applications by 4:00pm
Wednesday, March 19, 2025



Contacted for interview by
start of April 2025



Interviews
(April 8-10, 2025)



Position Offers
(April 24-May 31, 2025)



Training

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
Applications must be received by 4:00pm, Wednesday, March 19, 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 to your safe list for incoming emails.
4. If you are under the age of 16 your parent/guardian is required to complete the Parent/Guardian Consent Form found on the Oak Bay Parks, Recreation & Culture Employment website page.

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 start of April 2025.
2. Interviews will be conducted between April 8-10. Team Leader candidates will be contacted for a second interview during April 14.
3. 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 the specified date in the request email. (Note: It is the applicant's financial responsibility to obtain this)
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.
5. Successful applicants will be offered positions by e-mail between April 24-May 31.

TRAINING PROCESS

1. Training will be held in person **Wednesday, June 11 (evening), Wednesday, June 18 (evening), and Saturday, June 14 (all day)**. Additional training may be required based on program/camp needs.
2. Some positions require staff to be available for up to 15 hours of camp specific lesson planning and training in addition to the training listed above. These sessions will take place in early June and will be held in the evenings. Team Leaders will contact their staff to arrange times and dates.



GENERAL INFORMATION

AQUA ADVENTURES & JR. AQUA ADVENTURES

Weekly registered camp for ages 7-12 years old. This out trip based camp focuses on aquatic recreational activities that may include skim boarding, kayaking, and beach trips.

SKIDADDL

Weekly registered camps for 5-12 year olds featuring beach trips, outdoor adventures, games, theme days, park visits, sports, and much more.

THEME

Preschool and School age Weekly registered camps for 3-5 year olds (preschool) and 5-11 year olds (school age). These camps include various activities, out trips, games, and crafts all based on popular themes.

FINE ARTS

Arts & Crafts, Theatre, and Dance weekly registered camps for 5-14 year olds includes games, crafts, outdoor activities, and working toward a show for parents/guardians and campers each Friday.

SUMMER IN THE PARKS

Weekly registered outdoor based camp for 5-10 year olds that is packed with games, crafts, theme activities, water fun, and walking out trips.

OCEAN EXPLORERS & LAKE HOPPERS

Weekly registered camps for 6-12 year olds that are packed with nature/outdoor activities that includes lots of time in, on, and around water.

SPORTS/GOLF

Weekly registered camps for 3-14 year olds, offers various sport activities depending on the theme (may include tee-ball, floor hockey, soccer, and other indoor/outdoor games).

TENNIS

Weekly registered camps for 5-14 year olds offer approximately 30 hours of instruction.

YOUTH

Weekly registered camps for 11-16 year olds, offer various indoor and outdoor activities. The Ultimate Youth Camp is an off location camp involving activities such as kayaking, ziplining, rock climbing, and paintball.

LEADERSHIP DEVELOPMENT PROGRAM (15-18yrs)



Loved the summers at camp when you were a kid and always remember those amazing leaders? Now is your chance to start your leadership journey! This Program involves gaining experience in the field recreation and fosters the opportunity to build your leadership and employment readiness skills in a fun and inclusive environment.

Upon successful completion of the program, you will receive a \$750 honorarium. If you are interested in learning more about this program and/or ready to submit your application, please email Ben Orr (borr@oakbay.ca).

Applications (resume and cover letter) will be accepted until 4:00pm, Thursday, May 15, 2025.

TEAM LEADER POSITIONS

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

Positions marked with an * up to 75 hours of preparation allotted to be done in May and June, 40 hours/week in July and August.

Rate (2024): \$28.10/hr (\$24.65/hr + \$3.45/hr in lieu of benefits)

NOTE: All positions are Union CUPE Local 374. Positions marked with a * up to 75 hours of preparation allotted to be done in May-June, and 40 hours/week in July-August.

Responsibilities

- Program and lesson planning.
- Scheduling and purchasing supplies.
- Ensuring the safety of participants.
- Conducting staff meeting and program evaluations on site.
- Will be required to fill in for staff breaks, sickness or as required.
- Supervising and training a minimum of 8-10 staff.
- Assisting contracted programs and staff.

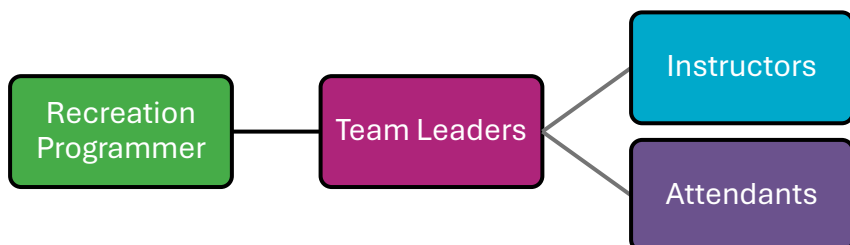
Qualifications

- Ability to work without direct supervision.
- Leadership and organizational 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 (mileage will be reimbursed at current municipal rates)

Some of our summer positions require a Class 4 BC drivers license to drive the camp bus for various out trips. If you would like the opportunity to drive the camp buses for out trips this summer, don't hesitate in getting your license. The closer it gets to summer, the fewer road tests are available so book now! For more details check out the ICBC website at:

www.icbc.com/driver-licensing/getting-licensed

REPORTING STRUCTURE



AQUATICS CAMPS

LOCATION: Oak Bay Recreation Centre

DATES: Start date varies-August 29

TIMES: Between 8:00am-5:00pm (up to 8hrs/day)

REQUIREMENTS: A, B, D

HENDERSON & WINDSOR CAMPS*

LOCATION: Windsor Pavillion/Henderson Recreation Centre

DATES: Start dates vary-August 29

TIMES: Between 7:45am-5:00pm (up to 8hrs/day)

REQUIREMENTS: A, B

NEIGHBOURHOOD LEARNING CENTRE CAMPS*

LOCATION: Neighbourhood Learning Centre

DATES: Start date varies-August 25

TIMES: Between 7:45am-5:00pm (up to 8hrs/day)

REQUIREMENTS: A, B

SKIDADDLE & PARKS CAMPS*

LOCATION: Windsor Pavillion/Oak Bay Recreation Centre

DATES: Start date varies-August 29

TIMES: Between 7:45am-5:15pm (up to 8hrs/day)

REQUIREMENTS: A, B

SUPPORT & INCLUSION

LOCATION: Varies

DATES: Start date varies-August 29

TIMES: 8:00am-5:00pm (up to 8hrs/day)

REQUIREMENTS: A, B

TENNIS CAMPS & LESSONS

LOCATION: Oak Bay/Henderson Recreation Centre/Carnarvon Park

DATES: Start date varies-August 29

TIMES: 8:00am-6:00pm (up to 40hrs/week)

REQUIREMENTS: A, C

CERTIFICATION REQUIREMENT LIST

- A. Emergency First Aid or Standard First Aid with CPR-C
- B. Class 4 BC Drivers License and Drivers Abstract
- C. Tennis Instruction Level 1
- D. National Lifeguard Award
- E. Swim Instructor
- F. Lifesaving Instructor

INSTRUCTOR POSITIONS

Responsible for lesson planning, organizing and instructing preschool and/or school age children in various weekly theme-based camps. Positions will instruct and supervise up to 24 children. Activities will be based on camp type and other activities may be incorporated such as sports, games, swimming and out trips. Experience in the specific discipline is required.

All staff to camper ratios are based on registration. Additional staff will be added when registration numbers permit.

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

REQUIREMENTS: refer to list on page 2

ARTS & CRAFTS CAMP (1 POSITION)

LOCATION: Neighbourhood Learning Centre
DATES: June 30-August 22 (excluding July 28-August 1)
TIMES: 8:15am-4:45pm (up to 40hrs/week)
REQUIREMENTS: A

DANCE CAMP (1 POSITION)

LOCATION: Oak Bay High School
DATES: July 7-August 22
TIMES: 8:15am-4:45pm (up to 40hrs/week)
REQUIREMENTS: A

GOLF CAMP (2 POSITIONS)

LOCATION: Henderson Recreation Centre
DATES: June 30-August 22
TIMES: 8:45am-4:45pm (up to 37.5hrs/week)
REQUIREMENTS: A

PRESCHOOL THEME CAMP (1 POSITION)

LOCATION: Windsor Pavilion
DATES: July 7-August 22
TIMES: 9:15-11:45am and 12:45-3:15pm (up to 32.5hrs/week)
REQUIREMENTS: A

YOUTH CAMP (1 POSITION)

LOCATION: Oak Bay Recreation Centre
DATES: July 7-August 29
TIMES: July-9:30am-5:30pm & August-8:30-4:30pm (hours and days vary based on registration numbers)
REQUIREMENTS: A, B

SCHOOL AGE THEME CAMPS (3 POSITIONS)

POSITION 1

LOCATION: Henderson Recreation Centre
DATES: June 30-August 29 (excluding July 28-August 1)
TIMES: 8:15am-4:45pm (up to 40hrs/week)
REQUIREMENTS: A

POSITION 2 & 3

LOCATION: Neighbourhood Learning Centre
DATES: June 30-August 22 (excluding August 5-8)
TIMES: 8:15am-4:45pm (up to 40hrs/week)
REQUIREMENTS: A

SKIDADDLE CAMP (2 POSITIONS)

LOCATION: Oak Bay Recreation Centre
DATES: July 2-August 29
TIMES: 7:45am-5:30pm (up to 40hrs/week)
REQUIREMENTS: A

SPORTS CAMP (1 POSITION)

LOCATION: Henderson Recreation Centre
DATES: June 30-August 22
TIMES: 8:45am-4:45pm or
8:45am-12:15pm/12:45-4:15pm (up to 40hrs/week)
REQUIREMENTS: A

SUMMER IN THE PARKS CAMP (1 POSITION)

LOCATION: Windsor Pavilion
DATES: June 30-August 22
TIMES: 8:15am-4:45pm (up to 40hrs/week)
REQUIREMENTS: A

SUPPORT & INCLUSION (10+ POSITIONS)

LOCATION: Varies
DATES: June 30-August 29
TIMES: Varies. Shifts are dependent on support funding and partnerships with the Island Health, Supported Child Development
REQUIREMENTS: A

THEATRE CAMP (1 POSITION)

LOCATION: Oak Bay High School
DATES: July 7-August 22
TIMES: 8:15am-4:45pm (up to 40hrs/week)
REQUIREMENTS: A

ATTENDANT POSITIONS

Assists with the planning, organizing and implementation of a variety of camps for preschool and/or school age children.

Attendants are responsible for the supervision of up to 10 children and leading activities which could include swimming, sports, games, crafts, theme activities and out trips.

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

REQUIREMENTS: refer to list on page 2

ARTS & CRAFTS CAMP (1 POSITION)

LOCATION: Neighbourhood Learning Centre
DATES: June 30-August 22 (excluding July 28-August 1)
TIMES: 8:15am-4:45pm (up to 40hrs/week)
REQUIREMENTS: A

DANCE CAMP (1 POSITION)

LOCATION: Oak Bay High School
DATES: July 7-August 22
TIMES: 8:15am-4:45pm (up to 40hrs/week)
REQUIREMENTS: A

PRESCHOOL THEME CAMPS (1 POSITION)

LOCATION: Windsor Pavilion
DATES: July 7-August 22
TIMES: 9:15-11:45am and 12:45-3:45pm (up to 30hrs/week)
REQUIREMENTS: A

YOUTH CAMP (1 POSITION)

LOCATION: Oak Bay Recreation Centre
DATES: July 7-August 29
TIMES: July-9:30am-5:30pm & August-8:30-4:30pm (hours and days vary based on registration numbers)
REQUIREMENTS: A

SKIDADDLE CAMP & AFTER CARE (4 POSITIONS)

LOCATION: Oak Bay Recreation Centre
DATES: July 2-August 29
TIMES: 7:45am-5:30pm or 3:30-5:30pm (up to 8hrs/day)
REQUIREMENTS: A

SCHOOL AGE THEME CAMPS (3 POSITIONS)

POSITION 1

LOCATION: Henderson Recreation Centre
DATES: June 30-August 29 (excluding July 28-August 1)
TIMES: 8:15am-4:45pm (up to 40hrs/week)
REQUIREMENTS: A

POSITION 2 & 3

LOCATION: Neighbourhood Learning Centre
DATES: June 30-August 22 (excluding August 5-8)
TIMES: 8:15am-4:45pm (up to 40hrs/week)
REQUIREMENTS: A

SPORTS CAMP (1 POSITION)

LOCATION: Henderson Recreation Centre
DATES: June 30-August 22
TIMES: 8:45am-4:45pm
REQUIREMENTS: A

SUMMER IN THE PARKS CAMP (1 POSITION)

LOCATION: Windsor Pavilion
DATES: June 30-August 22
TIMES: 8:15am-4:45pm (up to 40hrs/week)
REQUIREMENTS: A

TENNIS CAMP (3 POSITION)

LOCATION: Oak Bay Recreation Centre (Tennis Bubble)
DATES: July 7-August 29 (excluding August 4-8)
TIMES: 8:30am-4:30pm (up to 40hrs/week)
REQUIREMENTS: A

THEATRE CAMP (1 POSITION)

LOCATION: Oak Bay High School
DATES: July 7-August 22
TIMES: 8:15am-4:45pm (up to 40hrs/week)
REQUIREMENTS: A

OUT TRIP DRIVER/ATTENDANT

Responsible for driving the bus for camp out trips and being an extra leader during the trip. This position is paid driver rate while driving on trips and is paid attendant rate during the other scheduled hours.
DRIVING RATE: \$23.93 (\$20.99/hr + \$2.94/hr in lieu of benefits)
ATTENDANT RATE: \$21.55 (\$18.90/hr + \$2.65/hr in lieu of benefits)
REQUIREMENTS: A

AQUATIC INSTRUCTOR POSITIONS

Responsible for program planning, organizing, supervising, and/or instructing aquatics recreational activities for ages 6-12 years.

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

AQUATIC ATTENDANT/LIFEGUARD POSITIONS

Responsible for assisting camp Instructor with planning, organizing, and implementation of camp specific activities.

ATTENDANT RATE: \$21.55 (\$18.90/hr + \$2.65/hr in lieu of benefits)

LIFEGUARD RATE: \$25.25/hr (\$22.15/hr + \$3.10/hr in lieu of benefits)

AQUA ADVENTURES CAMP (1 POSITION)

LOCATION: Oak Bay Recreation Centre

DATES: July 7-August 29

TIMES: 8:45am-4:15pm (up to 40hrs/week)

REQUIREMENTS: B, D

FUN UNLIMITED CAMP (1 POSITION)

LOCATION: Neighbourhood Learning Centre

DATES: July 2-August 29

TIMES: 8:15am-1:30pm (up to 30hrs/week)

REQUIREMENTS: A

JUNIOR LIFEGUARD CAMP (1 POSITION)

LOCATION: Oak Bay Recreation Centre

DATES: July 2-August 29

TIMES: 8:45am-4:15pm (up to 40hrs/week)

REQUIREMENTS: D, F

LAKE HOPPERS CAMP (1 POSITION)

LOCATION: Oak Bay Recreation Centre

DATES: August 5-August 29

TIMES: 8:45am-4:15pm (up to 40hrs/week)

REQUIREMENTS: B, D

OCEAN EXPLORERS CAMP (1 POSITIONS)

LOCATION: Oak Bay Recreation Centre

DATES: July 7-August 29

TIMES: 8:45am-4:15pm (up to 40hrs/week)

REQUIREMENTS: D

FUN UNLIMITED CAMP ATTENDANT (1 POSITION)

LOCATION: Neighbourhood Learning Centre

DATES: July 2-August 29

TIMES: Hours vary (between 8:00am-2:00pm)

REQUIREMENTS: A, E (Instructor wage while teaching lessons)

AQUA ADVENTURES LIFEGUARD (1 POSITION)

LOCATION: Oak Bay Recreation Centre

DATES: July 7-August 29

TIMES: 8:45am-4:15pm (up to 40hrs/week)

REQUIREMENTS: D

OCEAN EXPLORERS LIFEGUARD (1 POSITIONS)

LOCATION: Oak Bay Recreation Centre

DATES: July 7-August 29

TIMES: 8:45am-4:15pm (up to 40hrs/week)

REQUIREMENTS: D

OCEAN EXPLORERS LIFEGUARD

LOCATION: Varies

DATES: July 7-August 29

TIMES: 8:45am-4:15pm (hours and days vary based on registration numbers)

REQUIREMENTS: A, D

2025 Summer Camps 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)
- Tennis Canada "Instructor" Level 1
- National Lifeguard Award
- Swim Instructor
- Lifesaving Instructor

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

The following camp positions only:

-
-

Camp Float (please list dates available)

If you have more than 5 planned vacation days, please list dates:

INTERVIEW AVAILABILITY (please check all that apply):

Yes	No
	<input type="checkbox"/>
	<input type="checkbox"/>

I am available for in person group interviews April 8-10

If invited I am available for Team Leader interviews April 15-17

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, Wednesday, March 19, 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 help you in this role of a Summer Parks Labourer?
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: