

# Volunteer & Trips/Events Programmer

Posting #PRC2024-90

Oak Bay Parks, Recreation and Culture is seeking a friendly, competent, and enthusiastic individual to program events, trips, manage volunteers and oversee the Fern Café at the Monterey Recreation Centre. 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 Friends of Monterey Centre Society, and supervising the auxiliary staff in the Fern Café. Oak Bay Parks, Recreation and Culture offers a fantastic Municipal Benefits package which includes Pension Plan, Health and Dental coverage, vacation, and sick time entitlement. Other benefits include a Staff facility pass that provides access to our weightrooms, pool, skating rink, and drop-in fitness classes.

## RESPONSIBILITIES

- Programing Centre events in collaboration with staff and volunteers and assists 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 Clubs, Drop-in Activities, day trips, events and volunteer opportunities.
- Programming volunteer-led Clubs and Drop-in Activities.
- Supervising and assisting staff and volunteers in initiating and maintaining programs.
- Providing quality customer service to the general membership, patrons and volunteers.

## 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, program registration, and volunteer management programs.
- Valid BC Drivers License (BC Class 4 License is an asset).
- Current OFA-Level 1 certification with CPR-C certification.
- Provision of a current Police Information Check with Vulnerable Sector Screening (note: It is the applicant’s financial responsibility to obtain this).

<b>HOURS OF WORK</b>	Tuesday- Saturday 8:30am-4:30pm July-August - Monday-Friday 8:30am-4:30pm <i>Note: Hours may vary based on programming and evening events.</i>
<b>LOCATION(S)</b>	Monterey Recreation Centre
<b>RATE</b>	35.47/hr (step 1) – \$38.07/hr (step 3) – 2024 rates (35 hours/week)
<b>STATUS</b>	Full Time Permanent (This is a union position)
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• Municipal Benefits include Pension Plan, Extended Health &amp; Dental coverage, vacation, and sick entitlement.</li> <li>• Staff Membership to drop-in the weightroom, fitness classes, skating, and pool</li> </ul>

Please submit applications by 4:00pm, Thursday, December 5<sup>th</sup>, 2024 to:  
Job Application Drop Box, Oak Bay Recreation Centre, 1975 Bee Street, Victoria, V8R 5E6 or  
Email to: [recreationjobs@oakbay.ca](mailto:recreationjobs@oakbay.ca)

Subject line in email should read: PRC2024-90 Volunteer & Trips/Events Programmer

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