

Monterey Programmer

Posting #PRC2025-05

Oak Bay Parks, Recreation and Culture is seeking an enthusiastic individual who enjoys working in a fast-paced environment. This position assists with the development, planning, and direction of a diverse range of community programs for adults of all ages. 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

- Responsible for program planning, scheduling, promoting, and evaluating courses and drop-in fitness classes designed to meet the needs of Monterey Recreation Centre Patrons and the Community.
- Hires, trains, schedules, supervises, and evaluates auxiliary staff, volunteers and contractors to meet program goals and objectives.
- Approves payroll for auxiliary staff.
- Completes course planner inputting forms for XPLOR registration and completes required paperwork for contractors, staff and volunteer instructors.
- Assists with the development of promotional materials with Marketing Specialist and the Monterey Coordinator.
- Works effectively in teams and communicates clearly.
- Assists at Monterey Special Events.
- Excellent interpersonal, customer service, and problem-solving skills.
- Assists the Monterey Coordinator with budgeting and program equipment purchases.
- Acts in the Centre Coordinator's absence to ensure continuity of service and administrative duties.
- Performs other program related duties as required.

QUALIFICATIONS

- Graduation from a two-year post-secondary program in recreation, or a related field.
- Minimum one-year practical experience in recreation programming.
- Knowledge of recreation systems and computers skills including Microsoft Office Suite, and experience with Xplor software is an asset.
- Valid BC Driver's License.
- Current OFA Basic 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).
- Knowledge of fitness principles is an asset.

HOURS OF WORK	<p>September-May</p> <ul style="list-style-type: none"> • Sunday, Monday & Wednesday – 8:30am-4:30pm • Tuesday & Thursday – 10:00am-6:00pm <p>June-August</p> <ul style="list-style-type: none"> • Monday to Friday – 8:30am-4:30pm <p>This position works 35 hours per week. <i>Note: Incumbent must have the ability to work flexible hours, including mornings, late afternoons/evenings, and weekends</i></p>
LOCATION(S)	Monterey Recreation Centre
RATE	\$35.47/hr (step 1)-\$38.07/hr (step 3) – 2024 rates
STATUS	Permanent Full-Time (This is a union position)
BENEFITS	<ul style="list-style-type: none"> • Municipal Benefits include Pension Plan, Extended Health & Dental coverage, vacation, and sick entitlement. • Staff Membership to drop-in the weightroom, fitness classes, skating, and pool.

Please submit applications by 4:00pm, Friday, January 24th, 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: PRC2025-05 Monterey Programmer

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