

Job Opportunities Summer 2020



HOW TO APPLY FOR SUMMER CAMP JOBS:

1. Submit a completed Recreation Oak Bay summer application form (attached) and resume to:

By Mail: Job Application Drop Box
Oak Bay Recreation Centre
1975 Bee Street
Victoria, B.C. V8R 5E6

By e-mail: recreationjobs@oakbay.ca

By Fax: 250-370-7127

**Applications must be received by 4pm,
Wednesday, March 18, 2020.**

2. Applicants will be considered for all positions for which they qualify. If you only want to be considered for specific positions, please indicate on the application form.
3. Late applications will be considered after all other qualified applicants are interviewed.
4. If shortlisted for an interview, applicants will be contacted by e-mail. Please ensure your e-mail address is clearly printed on the application form and please add humanresources@oakbay.ca to your safe list for incoming e-mails. We regret that we are only able to contact shortlisted applicants.
5. All shortlisted applicants (including current staff) must bring the required original certificates to be photocopied at interview night. You will not be considered for any position unless this paper work is received. If you do not have the necessary certification by interview night, proof of registration in the necessary certification is acceptable (certification must be completed prior to employment).
6. On request, applicants will be required to provide an original Criminal Record check dated within one year. (Please check with your local police station or RCMP to get the details on obtaining a Criminal Record check in your area.) Current staff- please check with Human Resources to see if your Criminal Record check will need to be renewed.



General Information

The Interview Process:

1. Applications must be submitted by 4pm on Wednesday, March 18, 2020.
2. Shortlisted applicants will be contacted by e-mail during March 30 - April 3, 2020.
Interviews will be conducted April 7-9.
3. Interviews will be approximately 2 1/4 hours in duration. The interview consists of a variety of written, group and practical stations – don't be nervous – the different modules allow us to see who you are and what you can do!
4. Team Leader candidates will be contacted for a second interview to be held April 16-17.
5. Successful applicants will be offered positions by e-mail April 22-May 22.
6. Training weekend will be held at Windsor Pavilion and Oak Bay Recreation Centre for all summer camp staff on Saturday, June 13 and Sunday, June 14. These are paid sessions and you **MUST** attend both days of training.
New staff will be required to attend a new staff orientation session on Wednesday, May 27 from 6:30-9:00pm. Additional training will be mandatory, depending on department and will be held June 17 and 24, 2020.
7. Some positions require staff to be available for up to 15 hours of camp specific lesson planning and training in addition to the training weekend. 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.
8. All positions are Union–CUPE Local 374.

Requirement List

(see position descriptions, starting next page)

(Bring original documents to Interview Night)

- A. Emergency First Aid & CPR "C"
please note: Standard First Aid with CPR "C" also meets this requirement.
- B. Unrestricted Class 4 BC Driver's License
(certification to drive a bus) and Driver's Abstract
- C. Tennis Canada Instructor Level I
- D. National Lifeguard Certification
- E. Water Safety Instructor

Camps at a Glance

Skiddaddle Camp – a daily registered camp for 6-12 year olds featuring bus and walking out trips, swimming and water fun, theme days, games and creative activities.

Fine Arts Camps – Arts & Crafts, Theatre and Dance

camps for 6-14 year olds that include approximately 15 hours of instruction per week working toward a performance for parents and campers each Friday, plus games, crafts and outdoor activities.

Summer in the Parks – outdoor-based camp that includes games, crafts, theme activities, swimming, water fun and walking out trips.

Sports Camps – in addition to other activities such as games and swimming, Sports (may include tee-ball, floor hockey, soccer, and other indoor/outdoor games) and Golf camps offer approximately 15 hours of instruction per week while Tennis Camps offer approximately 30 hours of instruction per week.

Theme Camps – weekly camps providing activities, out trips, games and crafts based on popular themes for preschool or school-age children.

Fun Unlimited – weekly half and full day camp that includes themes, crafts and outdoor activities.

Morning session includes swim lessons taught by the Recreation Oak Bay Aquatics Department.

Aqua Adventures – out trip based camp focusing on aquatic recreational activities that may include skim boarding, kayaking, scuba diving and beach trips.

Before/After Camp – supervision for campers beyond regular camp hours. Includes drop off/pick up from camps plus games and creative activities.

Junior Lifeguard Camp – competitions, special events and activities while learning about lifesaving and lifeguarding.

Ocean Discovery/Lake Hoppers Camps – nature/outdoor camp that includes lots of time in, on, and around water.

Youth Ultimate Outdoor Camp – outdoor off location camp involving recreational activities such as kayaking, SUP, ziplining, bubble soccer, motorcross, paintball and swimming.

Tennis Camps – weekly half and full day camps that includes tennis, games and swimming.

Camp/Driver (3 Positions) – responsible for driving bus for camp out trips and being an extra leader on the out trip.
(see page 4)

NOTE: Camps do not run on statutory holidays unless noted.

Team Leader Positions

Please Note: Team Leaders must attend additional training in May.

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 - \$21.61/hr + \$3.08 per hour in lieu of benefits

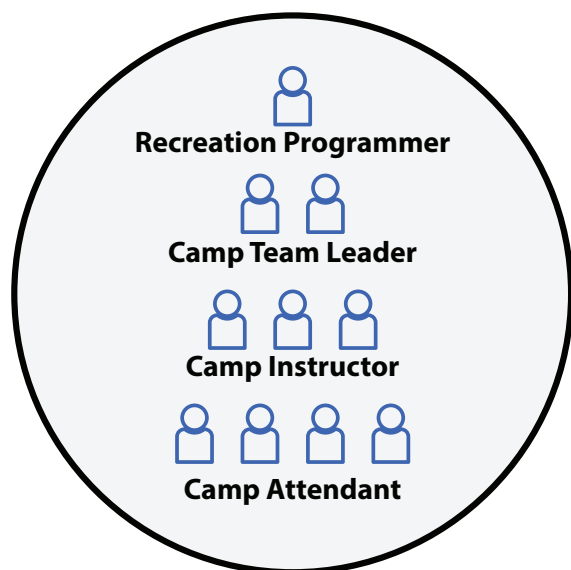
All positions are Union-CUPE Local 374.

Duties will include:

- program and lesson planning
- scheduling and purchasing supplies
- ensuring the safety of participants at all times
- conducting staff meetings and program evaluations
- will be required to fill in for staff breaks, sickness or as required
- supervising and training a minimum of 4-8 staff

Qualifications:

- ability to work without direct supervision
- leadership and organization experience
- program planning and supervisory experience
- experience working with children ages 3 – 12 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)
- Requirements: refer to list on the bottom of page 2



Reporting Structure

Neighbourhood Learning Centre Camps*

Location: Neighbourhood Learning Centre

Dates: Start dates vary - September 4

Times: 8am-5pm (40 hrs/ wk)

Requirements: A, B

Skidaddle & Parks Camps*

Location: Oak Bay Recreation Centre

Dates: Start dates vary - September 4

Times: 7:45am - 4:45pm

Requirements: A, B

Aquatics Camps

Location: Oak Bay Recreation Centre

Dates: June 3 - September 4

Times: 8:30am - 4:30pm (up to 35 hrs/ wk)
(varied hours in June)

Requirements: A, B, D

Henderson & Windsor Camps*

Location: Windsor Pavillion & Henderson Recreation Centre

Dates: May 27 - September 4

Times: 8am - 5pm

Requirements: A, B

Tennis Camps & Lessons

Location: Oak Bay Recreation Centre & Carnarvon

Dates: Start dates vary - August 28.

Times: 8am - 6pm (up to 40 hrs per week)

Requirements: A, C

Helpful Hint

A number of our summer positions require a Class 4 license in order to drive the camp bus for various out trips. If you would like the possibility of participating in 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 details check out the ICBC website at

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

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.

Positions marked with an * will not be running July 13-17, 2020 due to the Francophone Games.

Rate: \$20.28 - \$21.28/hr + \$2.84 - \$2.98 per hour in lieu of benefits.

Requirements: refer to list on page 2.

Arts & Crafts *

Location: Neighbourhood Learning Centre

Dates: July 6-August 28

Times: 8:15am - 4:45pm (up to 40 hours per week)

Requirements: A

Theatre *

Location: Oak Bay High School

Dates: July 6 - August 28

Times: 8:45am - 4:45pm (up to 40 hours per week)

Requirements: A

Dance *

Location: Oak Bay High School

Dates: July 6-August 28

Times: 8:15am - 4:45pm (up to 40 hours per week)

Requirements: A

Preschool Theme Camps

Location: Windsor Pavilion/ Henderson Recreation Centre

Dates: July 6 - September 4

Times: 9am - 12:15pm and 12:45 - 4pm
(up to 32.5 hours per week)

Requirements: A

School Age Theme Camps (3 positions)

1. Location: Henderson, July 29 - August 28 (1 position)
Times: 8:15am - 4:45pm (up to 40 hours per week)
Requirements: A
2. Location: Neighbourhood Learning Centre (2 positions)*
Dates: June 29 - August 28
Times: 8:15am - 4:45pm (up to 40 hours per week)
Requirements: A

Golf Camps (2 positions)

Location: Henderson Par 3 Golf Course

Dates: July 6 - September 4

Times: 8:45am - 4:45pm (up to 35 hours per week)

Requirements: A

Sports Camps

Location: Henderson Recreation Centre

Dates: July 6 - September 4

Times: 8:45am - 4:45pm or 8:45am - 12:15pm
& 12:45 - 4:15pm (up to 35 hours per week)

Requirements: A

Youth Camps

Responsible for leading and supervising and/or instructing recreational activities, and driving campers (ages 11-18 years) to various locations.

Location: Oak Bay Recreation Centre

Dates: July 6 - 31

Times: 9:30am - 5:30pm (hours and days vary based on registration numbers)

Requirements: A, B

Aquatic positions: See page 6.

Attendant Positions

Out Trip/Skidaddle Attendant/Driver (3 Positions)

Location & Times: Varies / Oak Bay Recreation Centre

Dates: June 26 - September 4

Attendant Rate – \$16.51 + \$2.31 per hour in lieu of benefits

Drivers Rate – \$18.36 + \$2.57 per hour in lieu of benefits

Requirements: A, B

Responsible for driving bus for camp out trips and being an extra leader on the out trip.

Paid driver rate while driving on trips and as a paid attendant during the other scheduled hours.

Attendant Positions

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

Arts & Crafts, Dance, Neighbourhood Learning Centre Theme, and Theatre may be required to assist with after camp activities.

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. Positions marked with an * will not be running July 13-17, 2020 due to the Francophone Games.

Rate: \$16.51/hr + \$2.30 per hour in lieu of benefits

Requirements: refer to list on page 2.

Before and After Camp (2 positions)*

Location: Neighbourhood Learning Centre/

Oak Bay Recreation Centre

Dates: June 29 - September 4

Times: 7:15 - 9:15am and 3:30 - 5:30pm

(up to 20 hours per week)

Requirements: A

Arts and Crafts*

Location: Neighbourhood Learning Centre

Dates: July 6 - August 28

Times: 8:15am - 4:45pm (up to 40 hours per week)

Requirements: A

Theatre*

Location: Oak Bay High School

Dates: July 6 - August 28

Times: 8:45am - 4:45pm (up to 40 hours per week)

Requirements: A

Dance*

Location: Oak Bay High School

Dates: July 6 - August 28

Times: 8:15am - 4:45pm (up to 40 hours per week)

Requirements: A

Preschool Theme Camps

Location: Windsor Pavilion/Henderson Recreation Centre

Dates: June 29 - September 4

Times: 9:15am - 12:15pm and 12:45-3:45pm

(up to 30 hours per week)

Requirements: A

School Age Theme Camps (3 positions)

1. Location: Henderson Recreation Centre (1 position)

Dates: June 29 - August 28

Times: 8:15am - 4:45pm (up to 40 hours per week)

Requirements: A

2. Location: Neighbourhood Learning Centre (2 positions)*

Dates: June 29 - August 28

Times: 8:15am - 4:45pm (up to 40 hours per week)

Requirements: A

Fun Unlimited (3 positions)*

Location: Neighbourhood Learning Centre

Dates: June 29 - September 4

Times: 8am - 4pm (up to 37.5 hours per week)

or 8:30am - 4:30pm (up to 37.5 hours per week)

or 8:45am - 5:15pm (up to 40 hours per week)

Requirements: A

Summer in the Parks (4 positions)

Location: Oak Bay Recreation Centre

Dates: June 29 - September 4

Times: 8:15am - 4:45pm (up to 40 hours per week)

Requirements: A

Each attendant will oversee an area of "fun" such as arts and crafts, sports and games or outdoor adventures and theme activities.

Skidaddle (4 positions)

Location: Oak Bay Recreation Centre

Dates: June 29 - September 4

Times: 7:45am - 5:30pm (up to 8 hours per day)

Requirements: A (4 positions- non-driving leaders)

– A, B (driving leaders, see page 4)

Sports Camps

Location: Henderson Recreation Centre

Dates: July 6 - September 4

Times: 8:45am - 4:15pm or 8:45am - 12:15pm

and 12:45 - 4:15pm (up to 35 hours per week)

Requirements: A

Tennis Camps (3 positions)

Location: Oak Bay Recreation Centre, 4 Court Bubble

Dates: July 6 - August 28

Times: 8:30am - 4:30pm (up to 40 hours per week)

Requirements: A

Youth Camps

Location: Oak Bay Recreation Centre

Dates: July 6 - August 28

Times: July - 9:30am - 5:30pm

August - 11:30am - 5:30pm (hours vary based on registration numbers)

Requirements: A

Aquatic Positions

Responsible for programs and activities conducted in or near water.

Requirements: refer to list on page 2.

Instructor Positions

Rate: \$20.28 - \$21.28/hr + \$2.84 / \$2.98 per hour in lieu of benefits

All positions are Union-CUPE Local 374.

Junior Lifeguard Camp Instructor

Responsible for preparation, organization & instruction of Junior Lifeguard Camp

Location: Oak Bay Recreation Centre

Dates: July 6 - September 4

Times: 8:30am - 4:30pm

(up to 40 hours per week)

Requirements: A, D, and E or F

Aqua Adventures Instructor

Responsible for program planning, organizing, supervising, and/or instructing aquatic recreational activities, driving campers (ages 8-12 years) to various locations.

Location: Oak Bay Recreation Centre

Dates: July 6 - September 4

Times: 8:30am - 4:30pm

(up to 40 hours per week)

Requirements: A, B, D

Outdoor Aquatic Instructor

Responsible for program planning, organizing, supervising, and/or instructing recreational activities, driving campers (ages 8-16 years) to various locations.

Location: Oak Bay Recreation Centre

Dates: July 6 - September 4

Times: 8:30am - 4:30pm

(up to 40 hours per week)

Requirements: A, B, D

Lifeguard / Attendant Positions

Rate: Lifeguard: \$19.39/hr + \$2.71 per hour in lieu of benefits

Attendant: \$16.51/hr + \$2.31 per hour in lieu of benefits

Aqua Adventures Lifeguard

Responsible for assisting the Aqua Adventures Instructor

Location: Oak Bay Recreation Centre

Dates: July 6 - September 4

Times: 8:30am - 4:30pm

(up to 40 hours per week)

Requirements: A, D

Outdoor Aquatic Lifeguard / Attendant

Responsible for assisting the camp Instructor

Location: Oak Bay Recreation Centre

Dates: July 6 - September 4

Times: 8:30am - 4:30pm (hours and days vary based on registration numbers)

Requirements: A, D

Summer Camp Lifeguard / Attendant

Responsible for lifeguarding and assisting Aquatic summer camps

Location: Oak Bay Recreation Centre

Dates: July 6 - September 4

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

Requirements: A, D



Youth Internship Program (15-18 years)

An opportunity to build your leadership and employment readiness skills

Loved the summers at camp when you were a kid and always remember those great leaders and mentors?

Now is your chance to give back as a summer camp intern. The Youth Internship Program involves working in recreation with children, and gaining work experience over the summer. You will have the opportunity to build your leadership and employment readiness skills in a fun and supportive environment. There is a \$500 honorarium per successful candidate who successfully completes the program.

See the Spring / Summer Active Living Guide brochure for further details. Available April 1st



APPLICATION FOR EMPLOYMENT

You may keep pages 1-6 for your reference.

Submit pages 7 and 8 of this form along with your attached resume and cover letter.

Please print legibly and provide complete information to every question.

Information provided will remain confidential.

Last Name	Given Name and Initial	e-mail address
Street Address	City	Postal Code
Home #	Cell or Message #	
Are you: <input type="checkbox"/> 15-18 yrs <input type="checkbox"/> 19 years+		Are you legally authorized to work in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No

Education

	Returning	
	Yes	No
<input type="checkbox"/> University	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> College	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> High School	<input type="checkbox"/>	<input type="checkbox"/>

Requirements

- A. ☐ Emergency First Aid
(Standard First Aid also accepted)
☐ CPR "C"
- B. ☐ Unrestricted Class 4 BC Drivers
License (certification to drive a bus)
☐ obtained ☐ in progress
☐ willing to obtain by June 30
☐ Driver's Abstract
- C. ☐ Tennis Canada "Instructor" Level I
- D. ☐ National Lifeguard Award
- E. ☐ Lifesaving Instructor
- F. ☐ Water Safety Instructor
☐ Coaching Level _____ Practical ☐
(N.C.C.P.) Technical ☐
Theory ☐

Other qualifications:

I would like to be considered for:

- ☐ All Positions for which I am qualified
☐ The following camp positions only:

1

2

☐ Substitution (Please list dates available)

Interview Availability:

Please check all that apply:

- | | | |
|---|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Tuesday, April 7 | <input type="checkbox"/> 4:00-6:15pm | <input type="checkbox"/> 6:30-8:45pm |
| <input type="checkbox"/> Wednesday, April 8 | <input type="checkbox"/> 4:00-6:15pm | <input type="checkbox"/> 6:30-8:45pm |
| <input type="checkbox"/> Thursday, April 9 | <input type="checkbox"/> 4:00-6:15pm | <input type="checkbox"/> 6:30-8:45pm |

- ☐ I am not available for a group interview at April 7 - 9 at the Neighbourhood Learning Centre (Oak Bay High School).
- ☐ I will be available to attend TL interviews April 16 - 17, if invited.
- ☐ I will not be available to attend TL interviews April 16 - 17, if invited.

Are you a present or past employee of Recreation Oak Bay?

☐ Yes ☐ No

Submit a completed Recreation Oak Bay summer application form and resume to:

Job Application Drop Box at the Administration Office,
Recreation Oak Bay, 1975 Bee Street, Victoria, B.C. V8R 5E6
OR E-mail: recreationjobs@oakbay.ca

Fax: 250-370-7127

by 4:00 pm, Wednesday, March 18, 2020.

Last or Present Employer

Name of Business	Address of Business	
Type of Business	Supervisor's Name and Title	Business #
Your Job Title	Dates Employed (from/to)	
Job Duties and Responsibilities:		
Reason for Leaving	May we contact your supervisor for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Previous Employment

Name of Business	Address of Business	
Type of Business	Supervisor's Name and Title	Business #
Your Job Title	Dates Employed (from/to)	
Job Duties and Responsibilities		
Reason for Leaving	May we contact your supervisor for reference? Yes <input type="checkbox"/> No <input type="checkbox"/>	

References

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

Name	Phone #	email	Relationship
1			
2			
3			

COMMENTS: What other abilities, skills or special qualities do you feel you possess that would enhance the delivery of camps at Recreation Oak Bay? Please note additional activities / interests / associations.

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:_____ Applicant's Signature:_____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY- Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the recreation program. Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: the Oak Bay Municipal Clerk at 250-370-7416.