

EXTERNAL JOB POSTING COMSER-25-43

Community Services Department

Community Services Manager

Date Posted: July 31, 2025

Job Type: Permanent, Full Time

Current Job Description Applies Non-Unionized

Rate of Pay: Salary Based

GENERAL

The Municipality of Greenstone Community Services Department requires a Community Services Manager to oversee the day-to-day operations of Greenstone's Childcare Centres, EarlyON Family Centre and the Geraldton Family Resource Centre, including employees.

QUALIFICATIONS

- Diploma and/or Degree in human services from a recognized College
- Registration with a professional College or ability to register
- Knowledge of CCEYA "How Does Learning Happen? Ontario's Pedagogy of the Early Years" Document
- Understanding of healthy childhood development including developmental stages of children and how to implement programs to meet all needs of children
- Knowledge of the VAW (Violence Against Women) sector
- Understanding of domestic violence and the frameworks
- Management experience
- Valid Drivers License
- Vulnerable Sector Criminal Record Check required
- Current First Aid Certificate and CPR
- Bilingualism will be considered an asset

REPORTING RELATIONSHIP

- Reporting to the Director of Community Services

HOURS OF WORK

- 7 hours per day, 35 hours per week
- Attend evening meetings as required

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 p.m. on August 15, 2025 to:

Al Gordon, Manager of Human Resources
Municipality of Greenstone Administration Office
PO Box 70, 1800 Main Street
Geraldton ON POT 1M0

Email: al.gordon@greenstone.ca
Fax: (807) 854-1947

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

