

EXTERNAL JOB POSTING COMSER-25-22

Community Services Department

Community Services Manager

Date Posted: April 8, 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/day, 35 hours/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 April 18, 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