

POSITION: Community Development Coordinator
CATEGORY: Full-time contract (12-month) - 35 hours week
SALARY: \$32.00/hour to \$37.44/hour

Applications are now being accepted for a full-time contract position to cover a maternity leave (beginning April 2025). To apply, please submit your resume and cover letter to hr@westgrey.com by 12:00 p.m. on March 3, 2025.

ABOUT THE MUNICIPALITY OF WEST GREY

With a population of over 13,500 the Municipality of West Grey is the largest geographic municipality in Grey County (876 square kilometres), with the River Styx and Rocky Saugeen, Beatty Saugeen and South Saugeen Rivers being the connecting links between our rural communities of Elmwood, Durham, Neustadt and Ayton.

The Municipality delivers key services to our fast-growing population including: two water systems; three landfill sites; three library branches; several community centres, arenas and parks; three fire stations; West Grey Police Services; 114 bridges; 700+ kilometres of roads and 23+ kilometres of sidewalks.

JOB OVERVIEW

Reporting to the Manager of Parks & Recreation, the Community Development Coordinator promotes quality of life initiatives in the Municipality including coordinating community engagement initiatives, special events, and recreational programming. The coordinator will work closely with local community groups, organizations, not-for-profit agencies and the community-at-large to provide ongoing support and maximize community opportunities, assets and resources.

The ideal candidate will be self-motivated, and possess excellent communication and interpersonal skills, strong organizational and customer service skills, as well as the ability to work professionally with internal and external customers.

JOB DETAILS

- Cultivate relationships and partnerships with local community groups, clubs, organizations, agencies, and regional groups.
- Provide customer service, support, and expertise to the community, including responding to customer inquiries and information requests.
- Work directly with facility users, event organizers and community groups to determine their needs and coordinate the provision of municipal assets and resources to support community-led programs, events, and services.

- Coordinate municipal events and ensure the continued development of sponsors to support community undertakings.
- Coordinate and promote municipal recreation programs and activities.
- Provide project oversight for seasonal programming including, but not limited to, program registration, promotion, staff program orientation/training and scheduling.
- Coordinate and support municipal community engagement initiatives.
- Support community beautification projects to enhance the towns and villages in West Grey.
- Represent the municipality during regular interactions with the community, including promoting municipal programs, initiatives, and services.
- Support the development of promotional materials to raise awareness of municipal programs and offerings.
- Perform administrative tasks that support departmental and corporate needs, including (but not limited to) databases, facility booking software, financial records, municipal community grant program, etc.

KNOWLEDGE, TRAINING AND QUALIFICATIONS:

- A post-secondary diploma or degree in Business Administration, Recreation Administration, Public Administration, or a related field.
- Excellent written and oral communication, including presentation and report writing skills.
- Experience in event coordination, project management, aquatics and/or recreational programming, and partnership development would be an asset.
- Experience working with diverse communities, groups, and organizations.
- Proven ability to coordinate and support the delivery of community-based programming, including recreational programming.
- Understanding the need for, and providing exceptional customer service when responding to telephone, email, and visitor inquiries.
- Proven organizational and time management skills to manage competing priorities and demands.
- Proficiency with Microsoft Office applications.
- Knowledge of municipal-specific software (i.e.) iCity and Univerus) would be considered an asset.
- Valid Class G license.

WORKING CONDITIONS:

This position is primarily based in a climate-controlled office environment, with regular work hours being Monday to Friday. However, many of the functions related to this job require evening and weekend work and some job functions may take place outdoors in a variety of weather conditions. As such, work hours may be flexed to accommodate the requirements of the job. There may be times when extended working hours are necessary to attend meetings or community events. This role requires frequent interaction with the public, and the incumbent should be prepared to deal with occasional stressful encounters. Frequent computer work with a need for visual and mental concentration is required. Occasional lifting of items up to 30 pounds may be required (i.e. for events and programming support).

EQUAL OPPORTUNITY EMPLOYER

The Corporation of the Municipality of West Grey is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, Aboriginal status, or any other legally protected factors. Disability-related accommodations are available on request for candidates taking part in all aspects of the selection process.