



Community Services Manager Job Description

POSITION TITLE: Community Services Manager

REPORTING RELATIONSHIP: Reports to Town Manager/Clerk

1. PURPOSE OF POSITION

Lead and promote the unique recreation, culture, parks, open spaces, trails and special events that make Gore Bay a destination of choice for residents, businesses and visitors.

- Connect all the unique amenities that differentiate our community; both Town owned and operated as well as those operated by community groups and volunteers
- Plan and coordinate programming for youth, adults and seniors
- Lead beautification efforts across the entire Town
- Provide a high level of service at all Town owned facilities and open spaces (Arena, Community Hall, Marina, Fitness Centre, Parks and trails)
- Partner with service clubs and volunteers to schedule and promote all special events in the Town. This includes but is not limited to updating the special events calendar, social media, and joint promotion efforts.

2. SCOPE OF POSITION

- Work in accordance with the administrative practices of the Town and according to the provisions of the Municipal Act and other applicable legislation.
- Work with the Leadership team/Council in developing/implementing a strategic plan.
- Financial sustainability: as part of Leadership team establishing budgets and optimizing the revenue potential of the various Town amenities.

3. RESPONSIBILITIES

a) Leadership

- Establish trust and confidence with Service Clubs, the Community Spirit and Event Group and the other community volunteers to promote and support their events/programming.



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- Foster strong partnerships and take initiative in community development, even with groups outside of direct supervision (e.g., museum, library, curling club) to support their success and alignment with Town priorities.
- Recruit, retain, and support top talent across all staffing levels, including full-time, part-time, and seasonal employees.
- Ensure Occupational Health and Safety practices are being adhered to by all members of staff.
- Be responsible for the Town's compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and Emergency Management

b) Programming

- Plan, schedule, and coordinate year-round programming for youth, adults, and seniors to meet community needs.
- Partner with other groups to schedule, market and promote events.

c) Beautification

- Oversee the beautification and maintenance of parks, trails, and public spaces to ensure Gore Bay remains a vibrant, welcoming destination of choice.

d) Facilities

- Promote a high level of customer service to our Marina, Arena, Fitness Centre and Community Hall.
- Provide maintenance and schedule inspections of facilities and equipment as required.

e) Financial



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- Optimize rentals and usage of Town amenities to improve revenues.
- Establish and oversee multi-year financial forecasts and annual budgets.
- Partner with Treasurer and ensure budget is a team approach.

4. TEAMWORK

- Make a positive contribution each and every day to serve the community and align with Town values and vision.
- Significant partnership with the Manager of Public Works to share resources, equipment and supplies.

4. KNOWLEDGE AND SKILLS

- Demonstrates exceptional communication and customer service skills with the ability to engage the public, build strong relationships, and represent the Town with professionalism and approachability.
- Possess advanced computer skills, including proficiency with Microsoft Office and the ability to effectively use social media platforms for communication and promotion.
- Be a flexible, team-oriented professional who's willing to step in, assist, and adapt as needed to support overall community success.
- Knowledge of recreation, facilities and cultural programming (education or equivalent experience in this field would be preferred).
- Ability to develop advertising, marketing and promotional materials for events and programs.
- Quick learner who can jump into this new role and thrive.
- Demonstrate you are passionate about making Gore Bay a special place to live, work and play.



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5. WORKING CONDITIONS

- Evening and weekend work is paramount. This position may be subject to callouts and covering for other staff.
- Work is subject to hectic peak periods and deadlines.
- Scheduling to accommodate various municipal demands and requiring flexible work and frequent interruptions.

6. REPORTS TO

- Town Manager/Clerk.
- Support/act as a staff liaison to community volunteers.

The Town of Gore Bay is committed to providing a diverse, inclusive, and friendly work environment to all. We welcome candidates of all backgrounds to apply for this opportunity.