

The Municipality of West Perth Employment Opportunity

Community Services Coordinator – Permanent, Full Time

Located in Southwestern Ontario, West Perth is a thriving, caring community that offers diverse opportunities to live, work, and play. With a population of 9,000, the community features a strong agriculture sector with significant contributions from other sectors including manufacturing, retail, and services. The fully serviced community of Mitchell is the main population center of West Perth and there are opportunities for rural living in nearby hamlets and villages.

The Municipality of West Perth is seeking qualified applicants for the position of Community Services Coordinator, to fill a vacancy. Reporting to the Director of Community Services, the Community Services Coordinator supports the Director of Community Services in implementing the Recreation, Parks and Trails Master Plan and provides financial oversight, operational leadership, contract management, and partnership development to support community and recreation services.

Responsibilities

- Provide financial oversight for Community Services, including budget preparation support, revenue and expenditure monitoring, reconciliation review, and preparation of bank deposits.
- Establish, maintain, and oversee financial controls, procedures, and reporting practices for programs, rentals, events, and concession operations.
- Serve as the municipal administrator for the Recreation Management Software (RecDesk), including system configuration, fee structures, user access, templates, workflows, reporting standards, and overall data integrity for participant registration, payments, and facility rentals.
- Prepare, review, and manage contracts, rental agreements, sponsorship agreements, and service delivery agreements in accordance with municipal policy and delegated authority.
- Develop and oversee seasonal facility allocation processes (e.g., ice, ball diamonds, and other municipal facilities) to ensure fair, transparent, and policy-aligned access.
- Oversee licensed events to ensure required permits, contracts, insurance, and compliance requirements are obtained and adhered to.
- Establish concession and program service frameworks, including pricing structures, approved suppliers, inventory control standards, and purchasing limits; provide financial oversight and approve routine purchases.

- Oversee sponsorship and partnership agreements and act as the municipal liaison for contracted service providers and partners.
- Coordinate grant applications and reporting requirements related to Community Services programs and initiatives.
- Support service planning and program administration by developing, maintaining, and coordinating systems, procedures, and documentation that promote consistent service standards across Community Services.
- Support implementation of the Recreation, Parks and Trails Master Plan through coordinated service planning, financial oversight, partnerships, and performance tracking.
- Supervise part-time and seasonal staff, including oversight of training coordination, scheduling, and certification compliance, in accordance with municipal policies.
- Provide escalation support and high-level customer service for complex, sensitive, or non-routine issues; provide backup coverage to front-line operations as required.
- Support departmental preparedness and continuity of operations during emergency situations, in alignment with the Community Emergency Management Program and municipal corporate direction.
- Collaborate with corporate departments and community organizations on volunteer engagement frameworks to support volunteer and service-club involvement in community services, where applicable, in accordance with established municipal processes.
- Perform other related duties as assigned by the Director of Community Services.

Qualifications

- Post-secondary diploma in Business Administration, Recreation Management, Public Administration, or a related field.
- Minimum two years' experience working in a community services environment.
- High Five certification or willing to obtain.
- Current First Aid and CPR level C with AED.
- Ontario Smart Serve certification or willing to obtain.
- Valid Ontario class G driver's license.

This position is full time, consisting of 35 hours per week. Hourly Pay Range: \$31.93 to \$39.91. This position includes health and dental benefits and OMERS pension. For more information about West Perth, visit www.westperth.com

Join the Team!

Interested individuals with these qualifications are encouraged to email a cover letter and resume to Human Resources at hr@westperth.com

Deadline to Apply: 9:00pm Monday, May 18, 2026

We thank all applicants who apply, however, only those considered for an interview will be contacted. It is the policy of the Municipality that all persons considered for employment are required to provide the Municipality with a criminal record check by the police force responsible for the jurisdiction of their residence. The Municipality of West Perth is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, West Perth will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.