



We're looking for Part Time Customer Service Representatives to join Clarington's Public Services team!

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

Why Clarington

Clarington is a place of possibilities.

With a population set to double by 2051, Clarington is one of the fastest-growing municipalities in Durham Region with more than 107,000 people across four urban centres and 14 hamlets. Clarington offers a perfect blend of urban living and country charm and is known for its thriving energy and agriculture sectors, historic downtowns and as a great place to live, work and play.

Our people enjoy a collaborative work environment, work-life balance, and are at the forefront of community impact. We value accountability, integrity and respect, and are committed to fostering equity, inclusion and diversity in the workplace. Together, we are striving to enhance the quality of life for residents today and for future generations who call Clarington home.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

Position Snapshot

Clarington is growing and our workforce is, too!

Reporting to the Supervisor, Customer Service, within the Community Services Division, the successful candidates will provide front-line support and exceptional customer service to the public and perform the outlined responsibilities.

What you'll be doing

Your responsibilities include but are not limited to:

- Complete program and membership registrations and point of sale entries for all Community Services patrons.
- Provide superior customer service by responding appropriately to public inquiries in person, over the phone, and via email.
- Accept payments for services and prepare daily deposits.
- Provide administrative support to the Community Services Department as required.
- Ensure corporate and departmental policies, operating procedures and health and safety initiatives are practiced and monitored
- Work with all staff to develop a positive team environment
- All other duties as assigned

What you bring

The successful candidate will have:

- The successful candidate should be a graduate of a Community College Administration program or possess equivalent qualifications in skills and work experience to the satisfaction of the Director of Community Services.
- Excellent keyboarding skills and proficient with Microsoft Office 365. Familiarity with ActiveNet software would be an asset.
- Excellent verbal communication skills, congenial attitude, and exceptional customer service skills in dealing with others are essential.
- Prior Municipal experience will be considered an asset.
- Attention to detail is critical for this position along with the ability to meet deadlines
- Cash handling experience is considered an asset.
- Legally able to work in Canada

What we offer

- Rate of pay: \$22.28 per hour (2025 rate).
- Hours of work: up to a maximum of 24 hours per week including evenings, weekends and holidays.

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position, should you be selected, please contact the Human Resources Division at careers@clarington.net.

Additional information and requirements

Prior to starting the position, the successful candidate must provide, at their own expense, a current (with the last 180 days) satisfactory criminal reference check, directly from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.

Ready to apply?

Please submit your application online by **August 6, 2025, at 11:59 PM.**

We thank all applicants for their interest. However, only those under consideration will be contacted.

