



Town of Erin
Director of Community Services

Position Title: Director of Community Services

Competition Number: 26-06

Department: Community Services

Primary Work Location: Townhall (5684 Trafalgar Rd. Hillsburgh)

Number of vacancies: 1

Salary Range: \$157,808 - \$184,613

Status: Regular, Full Time (35 hours per week)

Posting Dates: January 16, 2026 - February 8, 2026, at 11:59 PM

ABOUT US

Nestled on the edge of the Greater Toronto Area (GTA), Erin is more than just a town—it's a vibrant and progressive community that thrives amidst the beauty of rolling hills. As you step into Erin, you'll experience a place on the rise, experiencing explosive growth fueled by its strategic location and forward-thinking approach. The landscape is a testament to nature's artistry, with lush greenery and picturesque views that soothe the soul. But Erin is not just about scenery; it's about progress. With all the amenities of urban living at hand, residents enjoy a quality of life that balances convenience with tranquility. The heartbeat of Erin lies in its infrastructure, continuously evolving to meet the needs of its expanding population. From a state-of-the-art treatment facility ensuring clean water for all, to major water and sewer projects paving the way for future development, Erin is laying the groundwork for a sustainable tomorrow. At the helm of this transformation is a municipal team renowned for its progressive and innovative spirit, driving Erin to become one of Ontario's fastest-growing communities. In Erin, the journey toward progress is as scenic as it is promising, offering a glimpse into the future of modern living intertwined with the beauty of nature.

WHY ERIN?

- **Vibrant Workplace Culture** - Enjoy engaging town events, team celebrations, and town hall BBQs that bring the team together and make work fun.
- **Supportive & Inclusive Environment** - We prioritize employee well-being, foster a caring and respectful workplace, and embrace culture, diversity, and innovation to drive meaningful change.
- **Growth & Development Opportunities** - We are committed to supporting staff learning through internal and external training and development programs.
- **Time off & Flexibility** - Benefit from competitive paid vacation, personal, sick, and bereavement days, flexible work schedules, and a Parental Leave top-up program.
- **Secure Retirement Planning** - Create peace of mind for your future with a Defined Benefit Pension Plan through OMERS.
- **Comprehensive Benefits Package** - Enjoy extended health and dental coverage, short-term and long-term disability plans, and access to our Employee and Family Assistance Program.

POSITION OVERVIEW

Reporting directly to the Town's Chief Administrative Officer (CAO), the Director of Community Services is responsible for the overall direction, management and administration of the Community Services Department including parks, sidewalks, recreation, town-wide facility oversight and cultural services. As a member of the Town's Leadership Team, this position will help develop, manage and support strategies, plans, budget coordination, and administration plans including efficient staffing, budgets, strategic planning, and legislative compliance. Furthermore, this position will provide expert advice and sound recommendations to the Chief Administrative Officer and Council on community, cultural and recreational issues, as well as operational and business plans.

MAJOR RESPONSIBILITIES

- Participate as a member of the Leadership Team to provide leadership, direction and the overall management and administration of the Community Services Department including the management of all parks and recreation programs and town-wide facilities, in consultation with the CAO.
- Prepare reports with technical advice on community services issues and make recommendations for new (or revised) departmental policies.
- Direct, oversee and advise on all matters related to the municipality's operations and provision of parks and outdoor spaces, town-wide facilities and recreation programs within approved budgets.
- Champion and drive the planning and implementation of a new recreation facility from concept through to realization, in collaboration with other departments.
- Accountable for overseeing annual departmental business plans including the development and delivery of department operating and capital budgets; approves and monitors the department's expenditures against budgets approved by Council.
- Develop, recommend, and implement a long-term plan for operational and capital improvements for all parks, cemeteries, sidewalks, open spaces, programs, and town-wide facilities for the Community Services Department.
- Ensure parks, recreation, and facility assets are managed in accordance with the town's asset management framework, including condition assessments, life-cycle planning, and long-term capital forecasting.
- Lead and coordinate the identification, pursuit, and administration of external funding and grant opportunities to support departmental capital and operating initiatives, including compliance, reporting, and Council updates.
- Assess the Town's parks and recreation services needs to guarantee the maintenance of existing and future needs, as approved by Council.
- Represent the Town as an official liaison on community projects, plans, and strategies.
- Responsible for recommending and formulating policies, procedures and guidelines to the CAO related to the operation, co-ordination of services or execution of activities.
- Establish, maintain and evaluate the effectiveness and responsibilities of the overall department in consultation with the CAO.
- Lead the development, approval and implementation of short-term and long-term departmental plans with emphasis on asset management and life cycle projections.
- Responsible for ensuring compliance, training and staff supervision pertaining to applicable provincial and federal legislation, (e.g. WHMIS, Occupational Health & Safety standards and practices, Employment Standards Act, Ontario Human Rights Code, Workers Compensation Act, etc.)
- Ensure appropriate risk management, emergency preparedness, and business continuity measures are in place for facilities, programs, and events.
- Ensure programs, facilities, and services are planned and delivered in a manner that promotes accessibility, inclusion, equity, and community well-being.
- Represent the corporation in its relations with suppliers, contractors, and others.
- Coordinate and review all departmental reports, as appropriate – including reports for Council.
- Responsible for overseeing and participating in performance management, recruitment and employee relations with staff within Community Services.
- Perform other duties as required.

POSITION REQUIREMENTS

- Post-secondary education in Recreation Management, Marketing, Communications, Business Administration, or related field or acceptable equivalent; A post-graduate certificate or master's degree in a related field would be considered an asset.
- Minimum of seven (7) years of progressive leadership experience in municipal recreation and facility management.
- A minimum of three (3) years' supervisory/management experience, preferably in a public sector

- organization; equivalent combinations of education and experience may be considered.
- Knowledge and application of recognized best practices for High Five principles and standards in recreation programming.
 - Strong problem-solving, coaching, employee relations and staff development skills with proven ability to collaborate, influence and inspire.
 - Ability to make sound decisions and apply effective business and political judgment to support Council in navigating complex issues and guiding staff through challenging initiatives.
 - Demonstrated experience developing and managing capital and operational budgets.
 - Excellent customer service and communication skills (written, verbal and interpersonal) with the ability to interact courteously, diplomatically and tactful with employees, officials, members of the public and members of Council.
 - Demonstrated ability to develop clear goals and objectives for all business units under the Community Services Department.
 - Strong commitment to fostering a healthy, safe, and respectful workplace, with the ability to lead collaboratively and effectively within diverse teams.
 - Thorough knowledge of related legislation (e.g. WHMIS, Occupational Health & Safety standards and practices, Employment Standards Act, Ontario Human Rights Code, Workers Compensation Act, etc.) and best practices Ontario recreation facilities regulations.
 - Vulnerable Sector Police Record Check satisfactory to the Town
 - Valid MTO 'G' class driver's license with access to reliable transportation for business use purposes.

WORKING CONDITIONS AND ENVIRONMENT

- This position works 35 hours a week, typically between the hours of 8:30am-4:30pm, Monday to Friday, however the incumbent may also work outside of regular business hours to attend meetings and / or urgent matters. This position will also be required to participate in regular Council meetings as scheduled (typically on Thursdays, every other week).
- This position will be eligible to apply for a hybrid work agreement in accordance with the Telecommuting Policy (currently up to 2 days' remote work per week, subject to annual review)
- Although the primary work location is Townhall in Hillsburgh, this position will also frequently work at the Erin Community Centre and / or Hillsburgh Community Centre, as required.

HOW TO APPLY

If you're passionate about joining our growing, innovative team, don't hesitate to apply! We encourage you to apply by sending your resume to HR@Erin.ca; we will accept resumes until **11:59 pm on Sunday, February 08, 2026**. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Candidates who participate in an interview for this position will be notified of the hiring decision within 45 days of their interview, through email and / or phone.

DIVERSITY AND ACCOMMODATION

The Corporation of The Town of Erin celebrates diversity, and we are proud to be an equal opportunity employer. We are committed to creating equitable opportunities and an inclusive environment for all employees and applicants. We make employment-related decisions without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, or veteran status. The foregoing represents a reasonable statement of the requirements of this position. We use the information collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection only.

Accommodation is available for all parts of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act. Should you require accommodation to participate in the application process, please contact hr@erin.ca. In your email, please ensure the subject line states "Accommodation Request: Position Title". Please be advised that you may be requested to provide supporting documentation to ensure that appropriate accommodation is provided.