We’re looking for a Part Time Customer Service Representative to join Clarington’s Public Services team!

Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We’re known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we’re building a stronger Clarington — for today and for future generations.

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

About the Role

Vacancy Statement: Unless specifically stated, all job postings at the Municipality of Clarington are to fill existing vacancies within our organization.

Work Model: Front Line

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.

Key Responsibilities

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

What you bring

- 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 department.
- Excellent verbal communication skills, congenial attitude, and exceptional customer service skills in dealing with others are essential.
- Attention to detail is critical for this position along with the ability to meet deadlines.
- Excellent keyboarding skills and proficient with Microsoft Office 365. Familiarity with ActiveNet software would be an asset.
- Prior Municipal experience will be considered an asset.
- Cash handling experience is considered an asset.
- Legally able to work in Canada.

What we offer

- Rate of pay: $23.28 (2026 rate) / $24.04 (2027 rate)
- Hours of work: up to a maximum of 24 hours per week including evenings, weekends and holidays.

Additional Information

A satisfactory criminal record check with a vulnerable sector check and proof of qualifications will be required for the successful candidate. Pre-employment testing may consist of written and oral assessments.

How to Apply

Applications will be accepted until **December 9, 2026, at 11:59pm**.

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: www.clarington.net/careers.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at careers@clarington.net.

Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at careers@clarington.net.