General Manager, East Elgin Community Complex

Owned and operated by the Township of Malahide and the Town of Aylmer, the East Elgin Community Complex ("EECC") opened to the public on May 29, 2004. Situated on 17 acres, the East Elgin Community Complex includes a multi-purpose community hall that can accommodate up to 600 people for banquets and special events or be divided into 3 smaller halls. It has two NHL-size ice surfaces, 13 dressing rooms and parking for 600 vehicles. With spectator seating for 756, the EastLink Arena is home to the Aylmer Spitfires Junior "C" Hockey Club. The Kinsmen Arena has bench style seating for 366 spectators.

The EECC is governed by a Board of Management ("JMSB") comprising five (5) members: one (1) member from each municipality's respective Council, one (1) resident member of each municipality, and one (1) non-resident independent member. Documents, including agenda and minutes, related to the Board are available on the Town of Aylmer Civic website.

The mission of the EECC is to excel in providing effective, responsible and community-focused service in partnership with the citizens of the Town of Aylmer and Township of Malahide. The vision is a first-class community recreational and social centre that exceeds the needs and expectations of our patrons.

Your opportunity to make a difference.

Are you a dynamic and progressive facility operations leader with a keen interest in serving your local community? If so, East Elgin Community Complex is seeking a strategic, enthusiastic, community-focused individual to assume the role of **General Manager** of our modern, multi-purpose community complex.

Reporting directly to the JMSB, the **General Manager** will provide day-to-day executive leadership, operational management, and administrative oversight of the EECC, in accordance with the Co-Ownership & Operating Agreement, Applicable Standards, and the policies and direction of the Board, while supporting transparent communication and effective coordination with the Town of Aylmer and the Township of Malahide.

On a more specific basis, the General Manager is responsible for the overall performance of the EECC. Reporting to the Board of Management, the General Manager translates the Board's strategic direction into clear priorities, measurable goals, disciplined operations, and a consistently high-quality experience for our community and patrons.

The General Manager will be a visible and approachable leader who builds positive relationships, communicates clearly across varied audiences, and fosters collaboration across departments. This includes strengthening service quality and consistency, while building a positive workplace culture, and ensuring that the facility operations reflect the standards expected of a leading community organization.

Ideal Qualifications:

- **Education and Designations:** Post-secondary education in recreation management, facility management, public administration, business administration, or related field ; relevant certifications or professional designations considered an asset
- **Management experience:** Minimum five (5) years of progressively responsible management or supervisory experience in recreation, municipal, facility operations, or a related environment
- **Facility Operations Experience:** Demonstrated experience leading operations of a multi-use recreation or community facility; recreation and multi-use facility operations, including arena systems and programming; emergency response and business continuity planning.

- **Strategic and Critical Thinking:** Analytical, problem-solving and decision-making skills to enable the assessment of multiple issues, the development of strategies, plans, policies, options and implementation of decisions necessary for the effective operation of the organization.
- **Relationships, Partnership and Governance:** Public-sector governance, including working with boards, councils, and inter-municipal partnerships.; ability to foster collaboration, transparency, and accountability.
- **People Leadership:** Exceptional leadership skills with a proven ability to develop a positive workforce culture, and to build, lead, and mentor a strong, effective and enthusiastic staff team; experience with workforce planning and team effectiveness is a decided asset.
- **Finance Experience:** Financial management, budgeting, cost control, and accounting practices; asset management, capital planning, and lifecycle stewardship; public sector procurement and contract negotiation and administration.
- **Legislation:** Demonstrated knowledge of Municipal/Provincial regulations, and guidelines, including municipal government operations, procurement, health and safety best practices, and processes.
- **Interpersonal and Communication Skills:** Excellent interpersonal, oral and written communication, presentation, stakeholder engagement, conflict resolution, facilitation and negotiation skills.

Why join the East Elgin Community Complex

- **Location and Commuting** – our head office is in Aylmer, Ontario, a short traffic-free commute from the major centres of St. Thomas, London, and Woodstock.
- **Facilities and Business Environment** - well-appointed modern sports facilities and management offices with no parking fee.
- **Employee Development** - staff leadership and professional development training opportunities.
- **Attainable housing** – There are many opportunities for a range of housing. The choices range from more developed urban centres to rural properties to waterfront, all at reasonable prices.
- **Education** - An exceptional educational system at both the elementary and secondary levels, as well as post-secondary opportunities at the college and university level in nearby London and Waterloo.
- **Healthcare** – Access to an excellent community hospital 17km away in St Thomas, access to a range of exceptional large hospitals in nearby London.
- **Compensation and Benefits** - The salary range for this position is **$102,629.80 to $124,706.40** and includes fully paid group benefits and participation in the OMERS pension. The salary is still under review so if the role is of interest it suggested to have a discussion with the recruiter.

How to Apply

To explore this opportunity, please apply via email with your resume and covering letter as soon as possible to **careers@waterhousesearch.net** quoting project **EECC-GM** not later than December 7th, 2026.

Should you wish to speak to our Executive Recruiter or to receive a detailed position description, please contact Amy Oliveira at 416-214-9299 x4, **amy@waterhousesearch.net** or Jon Stungevicius at 416-214-9233 x1 or **jon@waterhousesearch.net**.

We appreciate all applications, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. The Township of Malahide is an equal opportunity employer committed to diversity in the workplace.

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