



2024 YOUTH SUMMER JOB POSITION

Animal Control Assistant/Kennel Attendant

Summer Contract: 16 Weeks

35 hours/week schedule

Day shifts: Mon-Fri 9:00 a.m. – 5:00 p.m.

Rate: \$16.81/hr

DESCRIPTION:

The Uxbridge-Scugog Animal Shelter has a summer employment opportunity available for a student of an Animal Care or related program. This position is ideal for someone currently studying or a recent graduate of a post-secondary recognized educational institution in the field of animal care and is able to work on a full-time basis from early May 2024 to the end of August 2024.

Under the supervision of the Director and Supervisor of the shelter, responsibilities include the care, feeding and medical needs of the animals housed at the shelter, maintaining proper shelter hygiene, providing administrative and customer support, reception duties, maintaining records, filing systems and daily cash transactions. The ability to maintain confidentiality of all information provided and good oral and written communication skills is essential. Knowledge of Uxbridge and Scugog geographic areas would be beneficial. Animal care experience is required and the ability to work as part of a team is a must. This position involves heavy lifting, handling and restraint of wild and domestic animals, including sick and injured, and the possibility of occasional assistance on field calls when needed.

QUALIFICATIONS AND EXPERIENCE:

- Post-Secondary education in a Veterinary Assistant/Veterinary Technician program or related field would be an asset
- Animal care experience – preferably in a commercial/public environment

- Good organizational and writing skills, accompanied by computer literacy and the ability to deal courteously and effectively with the public and staff.
- Physically capable of performing duties under adverse conditions.
- Valid Ontario “G” drivers’ licence in good standing.

We are an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Townships will provide accommodation throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.

The Township of Uxbridge has implemented a mandatory vaccine policy for all its employees. The Township will comply with its human rights obligations, make exceptions for applicable medical conditions and accommodate employees legally entitled to accommodation.

To be considered for this exciting opportunity, please apply by forwarding a cover letter and resume via email to the attention of Hilary Williams, Director, By-law and Animal Services at hwilliams@uxbridge.ca. **Applications will be accepted up to March 13, 2024 at 5:00 p.m.**

We thank all those who apply, however, only those candidates selected for an interview will be contacted.