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## EMPLOYMENT OPPORTUNITY – ANIMAL PROTECTION OFFICER – PART-TIME

**ORGANIZATION:** The Guelph Humane Society advocates for all animals, and in particular those animals whose lives it can influence, through care, education, community support, protection, and leadership. Founded in 1893, the Guelph Humane Society provides care and shelter for approximately 3,000 homeless, stray, injured and abused animals each year in Guelph and Wellington County. GHS is a registered charitable, non-profit organization that does not receive government funding. The GHS's hiring philosophy goes beyond just filling positions – it is interested in finding people who are passionate about animal welfare, who want to make a difference in the community, all while working as part of a positive and productive team of people. Visit [www.guelphhumane.ca](http://www.guelphhumane.ca) to discover more.

**TITLE:** Animal Protection Officer (Part-time)

**LOCATION:** 500 Wellington Street West, Guelph, ON

**HOURS OF WORK:** Average of 8-16 hours/week; Rotating shifts, Monday to Sunday (Flexibility to work days, evenings, weekends, holidays, and overnight on-call shifts required)

### POSITION SUMMARY:

Under the direction of the Senior Lead Officer, the Animal Protection Officer (APO) is responsible for responding to requests for animal services; enforcing the City of Guelph, Township of Centre-Wellington, and Township of Guelph-Eramosa's animal related by-laws and resolving matters through education and enforcement. The APO must provide detailed reports of activities, strictly adhering to the Guelph Humane Society's policies and procedures. The APO must represent the GHS in a professional manner at all times, fostering good community relations. The successful candidate will provide exceptional customer service, excellent communication, and will demonstrate a positive attitude at all times, while supporting the overall mission and values of the GHS.

### KEY ACCOUNTABILITIES:

- Interact with clients, community members, staff and volunteers with diplomacy and professionalism
- Interpret and enforce the City of Guelph, Township of Centre-Wellington, and Township of Guelph-Eramosa's animal related by-laws
- Patrol city parks, trails and general public spaces
- Promote, enforce and sell City of Guelph, Township of Centre-Wellington, and Township of Guelph-Eramosa's dog licences
- Safely and humanely handle fractious and/or injured animals, including cats, dogs, small animals and wildlife

P.O. Box 684, 500 Wellington Street West, Guelph ON N1H 6L3 | 519.824.3091 | [guelphhumane.ca](http://guelphhumane.ca)

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- Work effectively and cordially with stakeholders and partners, including OSPCA Agents, Licensed Wildlife Rehabilitators, City of Guelph By-Law Officers, Guelph Police and local community service agencies
- Respond to requests for service from the public and intake stray, injured, orphaned or deceased animals
- Record, monitor and regularly update lost and found animal reports
- Maintain detailed daily records of activities, adhering to GHS policies and procedures
- Work with other staff and volunteers to achieve a clean and organized facility, with strict adherence to infection control protocols
- Provide accurate, knowledgeable and friendly service to the public
- Follow GHS policies and protocols for handling dangerous and/or infectious animals
- Maintain a high level of communication with all other staff and volunteers
- Treat other staff, volunteers and members of the public with courtesy and respect
- Immediately report all incidents of injury, property damage, absence of or failure of a protective device and/or equipment
- Work in compliance with the Occupational Health and Safety Act and its regulations
- Complete other duties as assigned

#### **KEY QUALIFICATIONS:**

- Post-secondary education in related discipline (e.g. Animal Sciences, Animal Care, Law & Security) required.
- Related experience in animal care and/or law enforcement an asset.
- Valid Ontario G Driver's License with clean Driver's Abstract; Clear Police Clearance Certificate
- Knowledge of the City of Guelph, Township of Centre-Wellington, and Township of Guelph-Eramosa would be an asset
- Protective Rabies Titre an asset (or willingness to receive pre-exposure rabies vaccinations to obtain protective titre)
- Excellent oral and written communication skills
- Excellent organizational skills; Demonstrated critical thinking, discretion, tact, and diplomacy
- Knowledge of domestic animal breeds and wildlife (native and non-native species), including demonstrated understanding of proper care, handling and husbandry
- Demonstrated knowledge of disease transmission, bio-security and proper sanitation protocols;
- Ability to maintain professional composure and multitask in a high-paced, reactive environment
- Ability to lift and carry a minimum of fifty (50) pounds
- General knowledge of animal welfare and humane society activities

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If you are interested in this opportunity and have the above qualifications, please forward your resume with a covering letter by Wednesday, August 15<sup>th</sup>, 2018 to:

Megan Swan  
Senior Lead Officer  
PO Box 684  
500 Wellington Street West  
Guelph, ON N1H 6L3  
Email: [mswan@guelphhumane.ca](mailto:mswan@guelphhumane.ca)  
(please include position title in the subject line)

***We thank all applicants for your interest in the Guelph Humane Society; however only those selected for an interview will be contacted.***

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