



**GUELPH**  
HUMANE SOCIETY

HOPE.  
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## EMPLOYMENT OPPORTUNITY – ANIMAL CARE ATTENDANT – PART-TIME

**ORGANIZATION:** The Guelph Humane Society advocates for all animals, and in particular those animals whose lives we 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. GHS is a registered charitable, non-profit organization that does not receive government funding.

Visit [www.guelphhumane.ca](http://www.guelphhumane.ca) to discover more.

**TITLE:** Animal Care Attendant (Feline & Small Animals)

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

**HOURS OF WORK:** Part-time; 15-25 hours/week; will include weekdays, evenings, Saturdays, Sundays, and statutory holidays

**JOB SUMMARY:** Under the direction of the Feline Manager, the successful candidate will be responsible for a wide range of day-to-day tasks related to the general/medical care, humane handling, sanitation, and monitoring of cats and small animals, as well as providing short-term care for injured or orphaned wildlife that are awaiting transport to a licensed wildlife rehabilitator. Candidate will be responsible for greeting clients, providing exceptional customer service, having excellent communication and organizational skills, and demonstrating a positive attitude at all times.

### KEY ACCOUNTABILITIES:

- Maintain a high level of communication with all other staff and volunteers
- Organize and keep the animal care areas clean, organized and running efficiently
- Feed, water, exercise and generally interact with cats and small animals
- Provide short-term care for injured and orphaned native wildlife that are awaiting transport to a licensed wildlife rehabilitation centre
- Administer medication, vaccines, basic medical care and grooming
- Monitor the health, behavior and well-being of multiple animals at one time and effectively communicate the condition of each animal to the feline care manager
- Ensure proper sanitation, general cleaning, including laundry duties and disinfecting of premises and equipment, in accordance with GHS policies and protocols
- Interact with all animals safely, respectfully and in a manner that minimizes stress and uses modern, commonly accepted practices

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

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- Ensure that clients and the public receive professional, prompt and friendly service to best provide a proper match with their new family member
- Treat other staff, volunteers and members of the public with courtesy and respect
- Provide guidance and support to volunteers
- Transport animals for spay/neuter and other appointments when required
- Complete other duties as assigned

#### **KEY QUALIFICATIONS:**

- Post secondary education and or experience in a related field
- Experience in animal husbandry and care of companion animals – specifically cats and small animals
- Knowledge of feline coat colours and patterns and feline behaviour
- Knowledge of native species of wildlife and their biology and life stages
- Ability to safely and properly handle and restrain companion animals
- Demonstrated excellence in customer service, with the ability to handle high stress situations
- Physically fit with the ability to stand for long periods of time and comfortably lift and carry fifty (50) pounds
- Excellent communication skills, both written and oral, with superior organizational skills
- Ability to maintain professional composure and multitask in a high-paced, reactive environment
- Comfortable with wildlife and some general knowledge of local species would be an asset
- General knowledge of animal welfare and humane society activities
- Preference to candidates with a valid driver's license

If you are interested in this opportunity and have the above qualifications, please forward your resume with a covering letter by **Friday, March 22, 2019**. Please forward covering letter and resume to:

**Samantha Westphal**  
**Feline Care Manager**

Email: [swestphal@guelphhumane.ca](mailto:swestphal@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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