



EMPLOYMENT OPPORTUNITY

Uxbridge-Scugog Animal Shelter – Animal Control Assistant/Kennel Attendant, contract

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 able to work on a full-time basis from early May 2023 to the end of August 2023. Under the supervision of the Manager 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 with 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” driver’s license in good standing.

This contract position incorporates 35 hours/week for 16 weeks, with weekday shifts extending from 9 a.m. – 5 p.m., and a rate of pay of \$15.80/hour.

If you are interested in joining our team, please forward a cover letter and resume to Hilary Williams, Manager, By-law Services, Township of Uxbridge, 51 Toronto Street South, P.O. Box 190, Uxbridge, ON L9P 1T1 or email to hwilliams@uxbridge.ca, specifying the role you are interested in. Resumes will be accepted until **April 2, 2023, at 5:00p.m.**

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township of Uxbridge’s “COVID-19 Vaccination administrative Policy”. Successful candidates are required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

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 Township of Uxbridge will provide accommodations 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.