



THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE EMPLOYMENT OPPORTUNITY

Animal Care Attendant – Animal Control Uxbridge-Scugog Animal Shelter

Primary Function

Reporting to the Animal Control Supervisor, the Animal Shelter Attendant assists in the daily operation of the Animal Shelter serving the Townships of Uxbridge and Scugog. This role supports animal care, shelter maintenance, customer service, and administrative functions to ensure the safe, humane, and efficient operation of the facility.

Duties and Responsibilities

The successful candidate will be responsible for, but not limited to, the following:

- Providing daily care for animals housed at the shelter, including feeding, cleaning, grooming, medicating, and basic training, while ensuring animal safety and well-being at all times.
- Conducting intake assessments to evaluate animal health and temperament, completing daily health checks, and maintaining accurate records for all animals in care.
- Performing general administrative duties, including answering phones, taking accurate messages, maintaining records, processing adoptions, handling cash transactions, and balancing daily receipts.
- Assisting with the coordination of the animal adoption program, including updating the Animal Control social media sites daily with animals available for adoption.
- Carrying out daily janitorial and facility maintenance duties, including cleaning kennels and shelter areas, grounds keeping, vehicle cleaning, snow removal, and operating a walk-behind snow blower as required.
- Providing courteous, professional, and effective customer service to the public, staff, suppliers, contractors, and partner agencies.
- Maintaining confidentiality and handling information in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- Performing other related duties as assigned.

Work Schedule

- Scheduled shifts are **every other weekend (Saturday and Sunday)**.
- **Monday and Tuesday shifts are scheduled every week.**
- Hours of work may vary based on operational requirement

Rate of Pay

- \$25.12 per hour

Skills and Attributes

- Demonstrated ability to work safely and compassionately with animals.
- Strong customer service and communication skills.
- Ability to perform physical work in a shelter environment.
- Organizational skills and attention to detail when maintaining records.
- Ability to work independently and as part of a team.

Additional Requirements:

- Valid Class G driver's license with a clean abstract
- Ability to work alone and in varied environmental conditions
- Comfortable using PPE and enforcing health and safety protocols
- Physically capable of handling animals and performing shelter duties

To Apply:

Please submit your resume and cover letter to Hilary Williams, Director of Development Services, By-law & Animal Control (hwilliams@uxbridge.ca). Resumes will be accepted until February 27th, 2026 at 5:00pm.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

We are an Equal Opportunity Employer in accordance with the Accessibility for 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.