



2025 YOUTH SUMMER JOB POSITION

Animal Control Assistant/Kennel Attendant

Summer Contract: May 12, 2025- August 29th, 2025

35 hours/week schedule

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

Rate: \$17.50-17.75 Per Hour

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 2025 to the end of August 2025.

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:

- **Education:** High school diploma or current enrollment in high school or college.
- **Animal Handling Skills:** Basic knowledge of animal care, behavior, and safe handling practices, with experience in a kennel or pet care setting preferred (volunteer or paid).

- **Customer Service Skills:** Strong communication abilities, both verbal and written, with prior experience in customer-facing roles (e.g., retail or hospitality).
- **Office Support:** Proficiency in office tasks, including answering phones, scheduling appointments, record-keeping, and familiarity with office software (e.g., Microsoft Office).
- **Organizational Skills:** Ability to multitask, prioritize responsibilities, and work efficiently in a dynamic environment.
- **Physical Fitness:** Capability to perform physically demanding tasks, such as cleaning, lifting, and managing animals of various sizes.
- **Teamwork and Adaptability:** Strong collaborative skills, with the ability to work effectively within a team and adapt to varying tasks and schedules.
- **Training and Care Knowledge:** Familiarity with basic dog training or behavioral techniques is an asset.
- **Hygiene and Safety:** Understanding of cleaning protocols and maintaining a safe environment for animals, staff, and customers.

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.

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 - Development, By-law and Animal Services at hwilliams@uxbridge.ca. **Applications will be accepted up to February 7th, 2025 at 5:00 p.m.**

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