

Tails to Tell Animal Rescue Shelter Is Recruiting Animal Care Attendants
Canada Summer Jobs Program
403-946-0400

Overview: Animal Care Attendant

Number of Positions: 2 - 3

Hours: 30 hours per week

Wage: \$15.00 per hour

Term Limited: On or before May 30 – Position ends September 3

Duties

Animal care attendants (workers) feed, clean, and care for cats and kittens in the shelter. Primary duties of this position include: 1) cleaning and sanitizing kennels and bedding, including doing laundry, 2) cleaning and sanitizing floors, 3) cleaning and sanitizing litter boxes, 4) ensuring that all food and water bowls and equipment are cleaned and sanitized, 5) refilling food and water bowls, 6) socializing and interacting with cats and kittens, and 7) promptly notifying team leaders of any potential animal illnesses or injuries, so that immediate attention can be given to that animal (including veterinary care). Animal care workers will be supported in collaboration and teamwork, in developing communication skills with other team members and with clients. Animal care workers are encouraged to take initiative in identifying tasks and activities that will benefit the animals and the shelter.

Depending on the interests and abilities of the Summer Student Animal Care Attendants, there may be opportunities (1) to develop and contribute content for the Tails to Tell website, blog and social media communications strategy, (2) to have a role and responsibility in events and fundraising initiatives, and (3) to learn and support office work tasks.

Required Skills

- Available 30 hours per week between 7 am – 7 pm Monday to Sunday
- Physical: Ability to lift and move 40 pounds
- No allergies to cats
- Fluent in English speaking, reading, and writing
- Meets all Canada Summer Jobs eligibility requirements (see below)

Preferred Profile, Skills, and Competencies

- 18 years old*
- Valid Driver's license and insured vehicle
- Youth who self-identify as part of an underrepresented group will be prioritized (including those for whom this will be a first job experience, Indigenous, visible minorities, LGBTQ2, and individuals who are aiming for a career in animal health)
- Current Tetanus Shots
- Covid vaccines up to date

Skills Developed Through this Placement, in addition to Animal Care

- **Teamwork** - Refers to the skills needed to interact with other people. At the Shelter, people work with others in pairs and in small groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts, and complete other activities that involve teamwork.

- **Communication** - Refers to the skills needed to exchange thoughts and information with other people. This exchange can happen orally by speaking, listening, and using non-verbal cues, such as body language or in writing. At work, people use communication skills to talk to clients, discuss products with suppliers, explain work procedures to co-workers, participate in adoptions with clients, and other activities that involve verbal or written exchanges.
- **Digital skills** - The skills needed to use digital systems, tools, and applications, and to process digital information. At the Shelter, people use digital technology skills to input, access, analyze, organize, create, and communicate information and ideas using computers, software, point-of-adoption equipment, email, blogs, web applications, smart phones, and other digital devices.
- **Leadership** - Leadership refers to a range of skills, including communication, relationship building, teamwork, and the ability to delegate. Leadership also includes traits such as honesty and caring for others. At work, leadership skills are required when working in a team, demonstrating initiative, and taking responsibility for the completion of tasks that require multiple people to work effectively together.

Acknowledgement

The Summer Student Animal Care Attendant positions are funded through the Government of Canada Summer Jobs Program. To be considered, applicants are required to meet the following eligibility criteria:

To be eligible, youth must:

- be between 15 and 30 years of age at the start of the employment period*
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment**; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**The youth must be 15 years of age or older at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.*

How to apply:

Please submit 1) a **1-page letter of introduction** outlining your skills and fit for this position, 2) a **resume** that addresses prior experience, education and interests, and 3) a 1-page declaration of **your eligibility for this position**.

Deadline: Wed, May 18, 2022, 4:30 pm

Submit to Michele Jacobsen and Donna Pearce via EMAIL to: volunteer@tailstotell.ca