

Calgary Humane Society is a dynamic, non-profit organization whose vision is to use innovative strategies to lead, inspire, and educate in the humane treatment of companion animals, fostering an enlightened community which consistently demonstrates respect and compassion for animals.

Our mission statement is to help as many animals as we can.

As an organization, CHS values compassion, teamwork, respect, integrity, innovation, and commitment.

## Position Title:

# FOSTER PROGRAM CLERK - FULL TIME TEMPORARY

- 35 hours per week
- Saturday to Thursday

- 8 week term position -

### Position Description:

Undertaking two core projects for the Foster Team, the Foster Program Clerk will be responsible for auditing and updating foster parent records and orientation material. The successful candidate will be hired under the Canada Summer Jobs grant, and will work alongside the Foster Team for 8 weeks.

### Responsibilities:

- Audit and revamp current foster parent spreadsheet that houses information on active foster parents
  - Cross reference all foster parents with recent activity
  - Follow up via phone or email to confirm interest in remaining as an active foster parent
  - Remove individuals from the program as necessary
  - Create new foster parent spreadsheet in line with direction from Foster Team to create improved efficiencies and access of data
- Audit current orientation, and create new, updated and engaging orientation package
  - Review orientation material to discern all relevant information
  - Updating orientation package to be more engaging, efficient, and in line with COVID protocols
- Basic animal handling for assistance/support with kitten feeds or transport of animals to and from foster parent vehicles
- Other duties as assigned
  - Collection and preparation of supplies for foster pick ups
  - Answering general inquiries with the support of the Intake/Foster Team
  - Response and follow up on foster applications, or general intake questions
  - Administrative tasks such as filing, scanning, etc..

**Funding for this position is provided by the Government of Canada – Canada Summer Jobs (CSJ) which helps employers create summer job opportunities for students.**

**To be considered for this position, you must meet the organizational requirements as well as the requirements set out by CSJ.**

### CSJ Requirements:

- Be between the ages of 15 and 30 years old of age at start of the employment; and,
- 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 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

### Position Requirements:

- **Successful candidate must be able to start no later than January 2, 2021**
  - Minimum high school diploma
  - Genuine concern for the welfare of all animals
  - Successful candidate will be required to provide a criminal record check at their own expense to be arranged by CHS
  - Ability to work as part of a team or independently as required
  - Flexibility to work overtime when required
  - Ability to communicate professionally and effectively, both verbally and in writing
  - Intermediate skills Microsoft Office skills
  - Volunteer management experience an asset
  - Excellent organizational skills and the ability to manage a wide range of tasks and competing priorities in a fast-paced environment

### Physical Requirements:

- Physically capable of and comfortable working with, and handling a variety of species including but not limited to: cats, dogs, rabbits, birds, rodents, and reptiles
- Capable of lifting up to 50 lbs
- Performing repetitive motions of reaching, squatting, bending, pulling

**CLOSING DATE: POSTING WILL REMAIN OPEN UNTIL A SUITABLE CANDIDATE IS FOUND**

Please apply in confidence referencing the position you are applying for, including salary expectations to [careers@calgaryhumane.ca](mailto:careers@calgaryhumane.ca)

**We thank all applicants for their interest in working at Calgary Humane Society however only those selected for an interview will be contacted. No phone calls please.**