

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, commitment and innovation.

COMMUNITY SUPPORT AND ENGAGEMENT SUMMER JOBS

The Community Support teams at Calgary Humane Society include Adoptions, Volunteer Resources, Store & Reception, Humane Education & Outreach, and Post-Adoption Support.

We currently have five temporary 8-week positions available within Community Support:

- Adoptions Counselor – 37.5 hours per week
 - Volunteer Resources Administrator – 30 hours per week
 - Humane Education & Outreach Assistant – 30 hours per week
 - Behaviour Outreach Assistant – 30 hours per week
 - Store & Reception Assistant – 30 hours per week
- Shifts for each of these roles will include weekends, weekdays, evenings, and some statutory holidays.
 - Rate of pay is \$16/hour + 6% vacation pay

Application Process:

Potential candidates will be called in to participate in an in-person group interview. Successful candidates will be placed in the role best suited to their skill-set and experience. Please apply in confidence using “Community Support Summer Jobs” in the subject line to: careers@calgaryhumane.ca

Funding for these positions is provided by Canada Summer Jobs (CSJ) which provides wage subsidies to employers to create quality summer work experiences for young people aged 15 to 30 years. To be considered for any of these positions, you must meet Calgary Humane Society’s position requirements as well as the requirements set out by CSJ as follows:

CSJ Requirements:

- Be between the ages of 15 and 30 years old of age at the beginning 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 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.

General Duties:

- Responsible for promoting compassion, respect and empathy for all living things by educating the public on Calgary Humane Society and its role in the community
- Engage with the public by providing information about Calgary Humane Society programs and initiatives including special events, volunteering, animals available for adoption, as well as directions to public areas

- Promote a culture of volunteer engagement by supporting and building relationships with volunteers, participating in volunteer recognition and teamwork
- Champion CHS values of teamwork, respect, compassion, integrity, innovation, and commitment in your everyday work as well as promoting organizational values in order to achieve the overall mission and vision of the organization.
- Maintain a culture of positivity and openness through face to face communication, active listening, and collaboration
- Promote teamwork and comradery by taking the initiative to assist teams outside of designated department when help is needed
- Support the public with animal welfare, ownership, and training inquiries
- Other duties as assigned

Requirements:

- CHS is a COVID-19 safe workplace. With limited exceptions, CHS requires all employment applicants provide proof of fully vaccinated status in accordance with current guidelines. CHS also complies with all in-force Alberta Health Services directives regarding COVID-19 safety
- Exceptional customer service skills demonstrated through work or volunteer experience
- Flexibility of working hours and shifts outside of normal business hours including; days, weekends and some statutory holidays
- Confident and comfortable when speaking to the public
- Ability to adapt well to an ever-changing environment
- Ability to deal with a diverse range of people taking a non-judgmental approach
- Intermediate computer skills
- Experience handling cash and operating a register considered an asset
- Excellent communication skills, both verbally and in writing
- Strong time management skills and ability to work well under pressure
- Ability to work as part of a team or independently as required
- Demonstrated resiliency and ability to maintain professionalism in a fast-paced environment while managing sometimes emotional situations
- Previous animal handling experience is an asset
- Successful candidate will be required to provide a criminal record check at their own expense to be arranged by CHS
- Strong interpersonal and conflict resolution skills
- Genuine concern for the welfare of animals

Physical Requirements:

- Must be physically capable of lifting and carrying up to 50lbs
- Frequent walking, crouching, squatting, kneeling
- Occasional lifting, carrying, and standing, pushing, pulling, sitting, rotating, and climbing
- Ability to work with and handle a variety of animals, including but not limited to cats, dogs, birds, rodents, and reptiles.

Closing date: Posting will remain open until all suitable candidates are found.

We thank all applicants for their interest however only those selected for an interview will be contacted. No phone calls or emails please.