



Calgary Humane Society

APPENDIX “B” – ROLE DESCRIPTION

VOLUNTEER POSITION TITLE: Canine Kennel Assistant

Commitment

Canine Kennel Assistants work a shift of 9:30am – 12:00pm daily. We ask that you commit to at least one shift a week for a minimum of six months.

Responsibilities

Canine Kennel Assistants play an important role in the care of dogs currently residing at Calgary Humane Society. This role would be well suited to individuals interested in learning about dog behaviour and handling. It's important to note that this role is entirely on your feet and does include a fair amount of bending, lifting and walking.

Responsibilities Include:

- Deep cleaning kennels as dogs get adopted
- Assisting in daily kennel cleaning by replacing soiled linens, replacing toys, mopping and sanitizing animal living spaces
- Helping with dog let out's, bringing dogs to and from the outdoor runs
- Cleaning dishes, toys and other animal care supplies
- Other cleaning duties as assigned by the Animal Care staff
- Participate in animal enrichment efforts under the guidance of Animal Care staff
- Adhere to CHS safety and hygiene guidelines
- Adhere to all animal kennel signage

Training

Training is mandatory and will be provided by CHS free of charge

- First Buddy Shift
- Second Buddy Shift
- Canine Body Language
- How Animals Learn
- Leash Skills seminar

Requirements

- Must be 18 years or older



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- Attend an interview
- Previous animal experience and knowledge is considered an asset
- Provide a clear Criminal Record Check. (There is a \$30 fee associated with this.)
- Signed Agreement & Release form
- Can be trusted to work independently and with minimal supervision and adhere to confidentiality policy.
- Ability to maintain a high level of professionalism and act as an ambassador for the Calgary Humane Society.
- Ability to take and follow directions.
- Ability to interact with the public in a friendly and professional manner.
- Have an appreciation and respect for animals and the values of CHS.

How to Apply

Please apply through the link below:

[Click Here To Apply!](#)

Closing date: Position will remain open until successful candidates have been placed

Calgary Humane Society *sincerely* appreciates your interest in volunteering for our organization. Please note that only candidates who are selected to participate in the interview process will be contacted.
