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Calgary Humane Society is a dynamic, non-profit organization whose purpose is to create a more humane world. As an organization, we act with **Compassion**. We work hard to build **Trust**. And we thrive through **Collaboration**. We take pride in fostering an open, inclusive, creative, and supportive environment.

If your beliefs and values align with ours, we welcome you to apply for any open positions we have on our team.

Calgary Humane Society is an equal opportunity organization. We welcome diversity and appreciate the value of the broad range of perspectives we see from different backgrounds and experiences.

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**Position Title:**

## Animal Care Attendant – Full Time

**Shifts consist of 6:30AM to 4:30PM and 9:00AM to 7:00PM on a 4 day/36 hour work week**

**Position Description:**

Reporting to the Team Lead of Animal Care, CHS Animal Care Attendants are responsible for providing exemplary care and comfort to all of our animals on a daily basis. The team also works collaboratively with other departments to achieve clean and sanitary conditions and satisfy the needs of all animals in our care.

**Duties:**

- Maintain clean and sanitary conditions in all areas where animals are housed and provide humane, fair, and equal treatment of all animals in the care of CHS.
- Daily cleaning, spot cleaning, and disinfecting of assigned kennel areas per cleaning guidelines and protocols.
- Ensure that all equipment and supplies are neatly organized and put away at all times and that all work areas are kept neat and orderly.
- Provide proper food amounts and types, water, proper bedding, litter areas, hiding/perching areas, behavior enrichment, proper light, humidity and temperature, to all animals per the animal feeding and care guidelines.
- Observe animals for signs of disease, injury, illness, or behavioral problems and report concerns to appropriate department(s).
- Assist with the safe movement of animals through the shelter and maintain proper records including animal monitoring cards, computer records, and identification as required.
- Collaborate with operational departments to ensure successful outcomes of animals.
- Support and participate in daily animal behaviour enrichment programs, documenting activities as required.

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- In consultation with the Animal Behaviour and Enrichment Facilitators, work to implement training plans for dogs in care.
  - Observe and document animal behaviour and provide feedback and consultation on best path forward.
  - Other duties as assigned.

### **Position Requirements:**

- Minimum high school diploma.
- Minimum one-year experience of professional or volunteer experience working with animals required.
- Genuine concern for the welfare of all animals.
- Demonstrated resiliency and ability to maintain professionalism in stressful, sometimes emotional, situations.
- 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.
- Familiarity with Microsoft Office suite.
- Strong organization and time management skills with the ability to work well under pressure and balance multiple priorities.

### **Physical Requirements:**

- Physically capable of and comfortable 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 submit your cover letter and resume, indicating the job title in the subject line, to:  
[careers@calgaryhumane.ca](mailto:careers@calgaryhumane.ca)

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