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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 Floor Supervisor – Full Time**

**36 hours per week on a 4 days on/3 days off schedule. Days of work rotate on a quarterly basis. Includes weekdays, weekends, and some statutory holidays.**

Reporting to the Animal Care Team Lead, the Animal Care Floor Supervisor works alongside the Animal Care Attendants and supports the Team Lead by providing leadership, coaching, and employee training and development.

**Duties:****Leadership:**

- Set a positive example for other members in the Animal Care department by maintaining a positive attitude, being an active participant in maintaining morale, and by completing all tasks to a high standard
- Assign duties to Animal Care team members
- Follow and uphold shelter policies and protocols
- Provide feedback, support, and assistance with implementing shelter initiatives
- Be active in resolving area problems and report concerns to the Team Lead
- In collaboration with fellow Supervisors, Team Leads and Senior Management, demonstrate a culture where staff, volunteers and foster parents feel supported, encouraged, valued, and safe to innovate, learn, and share suggestions, ideas and concerns
- Train new Animal Care Attendants
- Provide ongoing performance feedback and coaching to team members and volunteers
- Assume the responsibilities of the Animal Care Team Lead in their absence including but not limited to attending meetings, compiling statistics and reports, and writing and reviewing standard operating procedures
- Attend special events including adoption events, Dog Jog, Christmas for the Animals, and Cocktails for Critters

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**Animal Care:**

- 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
- Ensure all equipment and supplies are neatly organized and put away at all times and that all work areas are kept neat and orderly
- Daily cleaning, spot cleaning, and disinfecting of assigned kennel areas per cleaning guidelines and protocols
- 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 animal for signs of disease, injury, illness, or behavioral problems and report concerns to appropriate department(s)
- Assist with the movement of animals through the shelter and maintain proper records including animal monitoring cards, computer records, and identification as required
- Support and participate in animal enrichment programs by documenting activities and outcomes as required

**Position Requirements:**

- Minimum high school diploma
- Minimum 2 years' experience supervising a team of 8 or more employees
- Previous professional experience working with animals (e.g. working in a veterinary clinic, animal shelter, boarding kennel, etc.)
- Genuine concern for the welfare of animals
- Ability to work as part of a team or independently as required
- Adaptable to changing priorities and requirements
- Self-motivated, punctual, and reliable
- Intermediate knowledge of Microsoft Office
- Ability to communicate effectively, both verbally and in writing (a written competency assessment may be included as part of the interview process)
- Strong interpersonal skills and the ability to deal with a diverse range of people and situations
- Excellent organizational skills and the ability to manage a wide range of tasks and competing priorities
- Flexibility to work overtime as required
- Physically capable of, and comfortable handling a variety of species including but not limited to: cats, dogs, rabbits, birds, reptiles
- Physically capable of lifting up to 40 lbs.
- Ability to perform repetitive motions of: sitting reaching, lifting, squatting, bending, pulling
- Successful candidate will be required to provide a criminal record check at their own expense to be arranged by CHS

**Closing date:** End of business day, Thursday, March 30, 2023

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.***