



Join the team!

Calgary Humane Society is a dynamic, non-profit organization whose mission is:
Protect Animals. Support People. Create a More Humane World.

As an organization, we value Compassion, Commitment, Courage, and Collaboration and 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.

Position Title:

Community Peace Officer – Full Time

Condensed rotating schedule consisting of weekdays and weekends | 36 hours per week

Duties:

- Investigate concerns of animal cruelty and neglect as reported and complete detailed reports
- Compile information and evidence necessary to pursue charges in cases of animal cruelty/neglect under the Animal Protection Act of Alberta and the Criminal Code of Canada
- Inspect locations where animals are kept for sale, hire, or exhibition and complete inspection reports
- Access/enter information using shelter software and Microsoft 365
- Operate communication devices in a professional manner
- Operate CHS vehicles and maintain cleanliness and servicing of Peace Officer vehicle
- Interact with and maintain good working relationships with external agencies including the Calgary Police Service, Royal Canadian Mounted Police, Alberta SPCA, Calgary Animal Services, Crown Prosecutors Office, Veterinary clinics, Fish and Wildlife, as well as members of the public
- Support other departments at CHS during peak times, including assisting with the care and enrichment of all species in the shelter
- Other duties as assigned

Position Requirements:

- **Post-secondary education (minimum 2 year diploma) in a related field required,** extensive law enforcement experience considered in lieu of post-secondary education
- Minimum 2 years experience in a related field
- Genuine concern for the welfare of animals
- Personal values that align with the values of CHS
- Knowledge of animal cruelty legislation an asset
- Community Peace Officer Induction Program (CPOIP) an asset



Join the team!

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- Strong interpersonal skills and the ability to deal with a diverse range of people
 - Exceptional public relations skills and a professional, positive attitude
 - Ability to assess situations and exercise sound judgment and decision making skills
 - Excellent conflict resolution and de-escalation skills
 - Strong organizational and time management skills with ability to manage multiple deadlines and demands
 - Intermediate knowledge of Microsoft Office
 - Ability to work efficiently and effectively with minimal supervision
 - Successful candidate will be required to provide a criminal record check at their own expense to be arranged by CHS
 - Valid Class 5 operator's license with a clean driving record required
 - Offer of employment will be conditional on the successful completion of an approved Physical Abilities Requirement Assessment (PARE), completion of the Community Peace Officer Induction Program (CPOIP), and all other requirements as set by the Alberta Solicitor General's Office.

Physical Requirements:

- Physically capable of and comfortable working with, and safely handling a variety of species including but not limited to cats, dogs, rabbits, birds, rodents, and reptiles
- Physically capable of lifting up to 50lbs

Annual Salary:

Competitive salary commensurate with education and experience

Benefits & Perks:

- 100% employer paid health and dental benefits for employees and their dependents
- Wellness Spending Account
- Vision coverage
- Paid vacation, sick time, wellness days, and paid day off on your birthday
- Matching RSP
- Personal and professional development opportunities
- Discounts on CHS products and services, including adoption fees
- Access to Employee and Family Assistance Program
- Access to reduced rate counseling services

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

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