

**TOWNSHIP OF UXBRIDGE
2018 SUMMER STUDENT POSITION
ANIMAL CONTROL ASSISTANT/ KENNEL ATTENDANT**

Description:

The Township of Uxbridge Animal Shelter has a summer job available for a student. This position will be available for a post-secondary student who is able to work on a full-time basis from early May to the end of August 2018. To be eligible for the position you must be currently attending school on a full-time basis and returning to school, on a full-time basis, in the Fall of 2018.

Under the direction of the Manager your responsibilities will include the care, feeding and medical needs of the animals housed at the shelter as well as maintaining proper shelter hygiene and providing administrative and customer support, reception duties, maintain records, filing systems and daily cash transactions. The ability to maintain confidentiality of all information provided and good oral and written communication skills is essential. Knowledge of Uxbridge and Scugog areas would be beneficial. Animal care experience is required and the ability to work as part of a team is a must. This position involves heavy lifting and assisting in the humane capture, handling and restraint of wild and domestic animals, including sick and injured, both in the shelter and assisting on field calls when needed.

To meet the demands of this position you will require the following:

- Animal care experience – preferably in a commercial/public environment
- Strong interpersonal skills
- Experience working with the public
- Post-secondary Education in a Veterinary Assistant/Veterinary Technician program would be an asset

Students who are available on a full-time basis, for the stated time period and those who possess a valid driver's license, have excellent interpersonal skills including effective oral and written skills are encouraged to apply. The average work week is thirty-five (35) hours at an hourly rate of \$14.00 per hour.

The Township of Uxbridge wishes to thank all applicants and advises that only those chosen for interviews will be contacted.

Resumes will be accepted at: Uxbridge-Scugog Animal Control Centre, Attention Andre Gratton, Manager of By-law Services, 1360 Reach Street, Port Perry, Ontario L9L 1B2, or by email at agratton@town.uxbridge.on.ca before 4:30p.m. on Friday, March 30th, 2018.

Phone: 905-985-9547 Fax: 905-985-2015

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.