



# BURLINGTON HUMANE SOCIETY

## Summer Student Animal Care Worker

<b>Job title</b>	<i>Summer Student Animal Care Worker</i>
<b>Reports to</b>	<i>Executive Director</i>

### About the Burlington Humane Society

The Burlington Humane Society (formerly called Animal Aid) has been a part of the Burlington community since 1974. It is a non-profit organization dedicated to helping the stray and abandoned animals in Burlington area, and we are extremely proud to be a no-kill shelter. Over the years, our membership has grown and now includes hundreds of active volunteers and several paid positions.

### Job Purpose

The Summer Student Animal Care Worker is a member of the Animal Care team, along with the Animal Care Supervisor, Animal Care Workers and Adoption Counselors. Reporting to the Executive Director (ED), the Summer Student Animal Care Worker is responsible for the overall health and care of all our animals, guides and supervises volunteers and ensures cleanliness of the shelter.

### Duties and responsibilities

- Animal Care Responsibilities:
  - Assist Animal Care Workers and volunteers in the Feed and Clean program, with medication and vaccinations and other routines as required
  - Provide cat and dog enrichment such as dog walking, socialization routines, etc.
  - Work with the Animal Care Supervisor in assessing BHS compliance with the Association of Shelter Veterinarians Guidelines for Standards in Care of Animal Shelters
  - Perform basic cleaning duties, such as cleaning floors, washing and folding laundry, taking out garbage and cleaning bathrooms.
- Administrative Responsibilities:
  - Notify Animal Care Supervisor of any food or supplies that need to be ordered
  - Enter all data regarding medications into PetPoint
  - Maintain and update medical documentation into appropriate files and computer
- Computer Related Responsibilities
  - Strong computer skills
  - Knowledge of Word, Excel, PetPoint, etc.
- Other Duties
  - Assists Animal Care Workers as needed
  - Assist Animal Care Supervisor as required
  - Other duties as required

### Qualifications

- Animal care or comparable education
- Understanding of animal welfare and humane societies.
- Understanding of animal health and both feline and canine behaviour.

- Exceptional guest service skills
- Proficient computer skills.
- Excellent communication (verbal and written) and interpersonal skills.
- Strong organizational skills.
- Strong team-work focus.
- Strong analytical and problem-solving skills.
- Ability to work independently.
- Able to lift 40-50 lbs
- Self-directed with ability to organize, plan, prioritize and multi-task
- Flexible, adaptable and responsive to change

### **Working conditions**

- This position is for a period of 10 weeks commencing June 20, 2018 and ending on or before September 1, 2018
- Salary is \$14.00/hour
- Start date is June 20, 2018
- Work schedule: Wednesday to Sunday from 8:00 am to 3:00 pm (less ½ hour lunch).

### **Application Deadline**

- Sunday, May 13, 11:59 pm

### **How to Apply**

If you feel you have the right skills and abilities for this exciting position, please submit your cover letter and resume. We thank everyone who applies for their interest in Burlington Humane; however only candidates selected for an interview will be contacted.