

**JOINT ANIMAL CONTROL
MUNICIPAL SERVICE BOARD
JOB POSTING**

Position: Summer Student

Department: Municipal Animal Services

Purpose of the Position:

The Summer Student is responsible for assisting the Municipal Animal Services Facility Staff with cleaning, caring for animals, and client service. Hours are as scheduled including most Saturday mornings.

Responsible to: Municipal Animal Services Manager

Requirements

- Shall ensure that the high level of cleanliness of the animal's kennels as well as the building are maintained by participating in the daily cleaning and care of all animals housed within the facility by performing duties including but not limited to: cleaning cat and dog cages and kennels, washing dishes and litter pans, laundry, sweeping and mopping floors, emptying garbage and administering veterinary prescribed treatment to animals.
 - Shall perform duties including but not limited to: cleaning washroom, dusting, tidying shelves, washing windows, etc., which are to be done continually during the day between helping clients visiting the facility.
 - Shall perform duties including but not limited to: Assisting potential adopters, answering the phone and assisting caller, and ensuring volunteers are doing duties within their capability.
 - Shall handle payments, set up veterinary appointments, and filing.
 - Shall assist with the semi-annual cleaning/disinfecting of the interior building.
 - Shall adhere to high standards of ethical behaviour and demonstrate his/her understanding that his/her personal actions impact the public's perception of the Joint Animal Control Municipal Service Board.
 - Shall perform other duties as assigned by the Municipal Animal Service Manager.
 - Veterinary/Veterinary Technician training would be preferred.
 - Experience working with animals would be preferred.
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Job Posting Summer Student

- Experience working with the public would be preferred.
- Excellent verbal communication skills including courtesy, tact, discretion, explanation, and judgment.
- Excellent written communication skills.
- Computer skills including Outlook, Word, Excel, PowerPoint or PetPoint would be preferred.
- High degree of professionalism, political astuteness and interpersonal skills. Must be able to keep client matters strictly confidential.

Other

- To be eligible for this position, you must be between the age of 15 and 30 and you must be available to work from May 7, 2019 to August 24, 2019.
- Valid and satisfactory 'G' driver's license.
- Valid and satisfactory Police Records Check

Working Conditions

- Animal facility with cleaning and some lifting. An office environment dealing with clients and answering phone.
 - Regular interruptions, competing priorities and time sensitive deadlines.
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Hours: Varying schedule of approximately thirty-three (33) hours per week with Saturday work required from Tuesday, May 7, 2019 until Saturday, August 24, 2019.

Application process: Please submit your resume on or before
4:00 p.m. on Monday, February 25, 2019
via: in person at 2363 Theatre Road S Cobourg,
email: municipalanimalservices@gmail.com, or
Fax: 905-885-6804

The Joint Animal Control Municipal Service Board thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Joint Animal Control Municipal Services Board is an equal opportunity Employer. Work accommodations are available, upon request, in the recruitment process for applicants with disabilities.
