



## EMPLOYMENT OPPORTUNITY

Do you pride yourself on making a difference in the lives of others? The Oakville & Milton Humane Society is a registered charity that is committed to protecting and caring for animals. We are now accepting resumes for:

### **KENNEL SUPERVISOR (TEMPORARY, FULL-TIME, 6 MONTH CONTRACT)**

The Kennel Supervisor is an integral part of the Animal Care department. Reporting to the Animal Care Manager, you will work closely with other Team Members responsible for achieving the tasks as set by the OMHS. Key Responsibilities include but are not limited to:

- Provide training, orientation and supervision for staff, volunteer and student work placements as required
- Supervise AC staff to ensure the care of the animals and quality control using daily and weekly checklists
- Prepare and manage the monthly AC schedule
- Responsible for recruitment within the Animal Care department
- Participate in and conduct Performance Appraisals for AC staff
- Handle and manage departmental complaints, ensure policies and procedures are being followed and ensure compliance with all health & safety protocols

#### Qualifications and Experience:

- Education: High School Diploma and/or College as applicable
- Certificate from Animal Care or Veterinary Assistant preferred
- 3-5 years of shelter management experience
- Significant knowledge and experience with animal health & welfare
- Registered Veterinary Technician designation preferred
- Demonstrated knowledge of Excel & Word programs
- Must be reliable; ability to work all shifts, including weekends, holidays

#### Skills:

- Strong communication, organizational and teamwork skills
- Excellent interpersonal and problem solving skills
- Demonstrated ability and comfortable handling animals with varying temperaments
- Demonstrated ability to work with varying disabilities or personalities
- Demonstrated diplomacy, tact and discretion
- Flexible and adaptable approach to changing situations
- Demonstrated ability to work independently but consults with Manager as necessary
- Proficient in Microsoft Office suite of products (Word, Excel, PowerPoint)

**Interested applicants please submit a cover letter with resume to;**

**Andrea Barker, Manager, Animal Care no later than May 9, 2017.  
andrea@omhs.ca**

#### **Commitment to Diversity and Accessibility:**

OMHS is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from all qualified candidates including men, women, members of visible minorities, persons with disabilities, and Aboriginal peoples.

OMHS is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise the Executive Director in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

We thank all applicants for their interest in joining OMHS. Given the volume of applications received, we request that you do not follow up your application with a phone call. We will contact only those candidates selected for an interview and thank you for your understanding.