



Do you pride yourself on making a difference in the lives of others? Are you passionate about animals and animal welfare? The Oakville & Milton Humane Society is a registered charity that is committed to protecting and caring for animals.

We have an opportunity for a **Licensing & Animal Control Officer** to join our team and work in a fast paced, exciting, and growing organization. *This is a Canada Summer Jobs position for a period of 8 weeks, 35 hours per week.*

The Licensing & Animal Control Officer is an integral part of the Animal Protective Services (APS) Team. Reporting to the Manager, APS, you will assist the APS Team in the daily duties of an APS Officer, including but not limited to:

Animal Control:

- Drive transport vehicle to pick up sick, injured, or stray animals (both domestic and wildlife)
- Ensure proper paperwork is completed and recorded on both intake and return runs
- Maintain the vehicle and equipment; ensuring mechanical, sanitary, and safe conditions are met
- Pick up of deceased animals in Oakville
- Garage duties including but not limited to general cleaning, sweeping/mopping, etc.
- Responsible for additional driving duties as required by the shelter: supply pick up, transport of goods between the Thrift Store and shelter, etc.

Licensing:

- Files and retrieves records, documents, and reports within the department
- Follow up on outstanding licenses, issue Compliance Orders as required
- Provides general administrative support as required
- Data entry of license applications
- Other Duties as requested and/or assigned.

This position provides an opportunity for someone who is a highly motivated, enthusiastic team player, who would like the opportunity to grow their skills within an animal welfare environment.

BASIC QUALIFICATIONS:

- Education: post-secondary education in a related field
- Valid G license with a clear Drivers Abstract
- Clear Criminal Background Check
- Must be reliable; ability to work evenings and weekends as needed, overtime as required
- Animal handling experience considered an asset
- Ability to lift and move animals or object weighing up to 100lbs
- Proficient in Microsoft Office
- Basic data entry proficiency; attention to detail

PREFERRED QUALIFICATIONS/SKILLS:

- Demonstrated ability to work within a fast paced, stressful environment
- Demonstrated ability to work independently
- Flexible and adaptable approach to changing situations
- A demonstrated compassion towards people as well as animals
- Demonstrated ability to work with diverse groups of people

This is a Canada Summer Jobs position. Employment will be for a period of 8 weeks. Applicants must be between the ages of 15-30 years old and be a Canadian resident to be qualified.

Interested applicants please submit a cover letter with resume to;

apscareers@omhs.ca no later than May 20, 2022

Commitment to Diversity and Inclusion:

The Oakville & Milton Humane Society believes that diversity and inclusion is about creating a culture that embraces the uniqueness of individuals and the communities in which we serve. We are committed to providing inclusive services where all staff, volunteers, donors, members, and customers feel respected and valued, regardless of origin, age, race, colour, sexual orientation, religion, gender, gender identity or expression, disability, social economic status or any other bias.

We strive to create a safe and judgement free environment, in which we draw on the differences in who we are, what we have experienced, and how we think. We foster a workplace, and engage communities, where differences and abilities are valued, and everyone has access to the same opportunities.

If contacted in relation to a job opportunity, please advise the HR Manager of 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.