



Georgian Triangle Humane Society Job Posting

Position Title: Dog Care Coordinator (Part Time)

Details: Regular part-time; 7:30am to 4:00pm (Sunday and Monday)

Who are we?

At the Georgian Triangle Humane Society (GTHS), we believe in a better world for pets and people, we believe in LOVE!

Leadership – building trust through inclusion, transparency and kindness;

Offering hope – we challenge the status quo through innovation and a courageous culture;

Vulnerability – we meet you with open hearts and open arms (or paws) because we deeply understand the magic of the human-animal bond;

Empathy – we support each other and our community through compassion, laughter and finding joy whenever we can.

Together we are creating a better future for pets and people!

What is it like to work with us?

We are the GTHS team.

We joined because we believe in giving back.

We stay because of each other, because we believe in people and our community and because we love the animals that need us.

We are hardworking, courageous, and we know that ‘quiet season’ is a myth

We really love food, especially chips.

We are innovators, disrupters and out of the box solution finders. We would rather try and fail than keep everything the same.

Our days can bring highs and lows; we support each other during the tough times and celebrate successes every chance we get.

We trust each other and we trust fellow pet people. We don’t judge.

Our meetings take place in cat rooms, closets and on dog walks.

We are often covered in fur, and we wouldn't have it any other way.

We are empathic, vulnerable leaders that offer hope in our jobs. Every single day.

What are we looking for in this role?

Are you a passionate “dog-person” who is looking for a role that makes a difference in the lives of nearly 300 dogs per year? Would you be interested in working with a fabulous animal loving team to help make a dog’s stay at GTHS engaging and comfortable? If you do, our Dog Care Coordinator role may be just right for you!

Although this role can be rather busy and, let’s face it, sometimes a little smelly and dirty, you would be making a significant difference in the lives of pets and people in our community by providing compassionate care for the animals within in our program and ensuring they are comfortable and well taken care of until they reach their new homes.

If this position sounds intriguing, please submit your resume and cover letter to humanresources@gths.ca. This position will remain open until filled, interviews will be scheduled as candidates are selected. A full job description is available on our website for those interested in further details.



Georgian Triangle Humane Society Job Description

DOG CARE COORDINATOR (PT, Casual)

Position Summary: Reporting to the Animal Care Manager, the Dog Care Coordinator is responsible for the care and welfare of the canines within the care of the Georgian Triangle Humane Society. As supervisor of the dog care team during the weekend, ensure that the volunteer experience within the GTHS is positive, meaningful and engaging.

Position Schedule: Casual for statutory holiday, vacation coverage; 7:30 a.m. to 4:00 p.m. shifts

ROLES AND RESPONSIBILITIES

Dog Care

- Works to maintain a clean and bright shelter throughout the day by cleaning and tidying kennels and providing water/food as required.
- Ensures that all dogs receive a high standard of care during their stay at the GTHS including providing enrichment activities, dispensing medications and monitoring overall wellbeing of the animals within our care.
- Ensures the Dog Care SOP manuals are referenced regularly when making animal care decisions.

Adoption Support

- Working with volunteer Adoption Counsellors to help facilitate dog adoptions that are informative and transparent.
- Assist with meet and greets as required/requested particularly for dogs with behavioural concerns.

Supervision of the dog care volunteer program

- Ensure that organizational and departmental information is communicated effectively and in a timely manner
- Orient and train new dog care team members/dog walkers on GTHS policies and procedures and monitor their adherence
- Coordinate follow up and on-going refresher training for the team
- Assist with conflict resolution among your team in consultation with the Volunteer Coordinator and the Animal Care Manager
- Ensure that your team works in a safe, healthy, and supportive environment in accordance with all appropriate legislation and regulations
- Ensure appropriate team coverage by monitoring schedules and initiating recruitment campaigns for new volunteers when required
- Develop strong relationships with GTHS volunteers ensuring that they are engaged, informed and recognized for their contributions
- Conduct regular dog care team meetings
- Ensure that behavioural and medical plans are followed and modified as required in consultation with the Dog Behaviour Coordinator and/or the Animal Care Manager



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- Cross trained in all animal care roles to be able to back up during time of holidays and absences
- Aid with the general organization, stocking and cleanliness of the shelter to ensure that supplies are readily accessible
- Perform light janitorial duties around the shelter as needed

QUALIFICATIONS:

- Diploma in an animal related field and/or equivalent work experience for a min. of 1 year
- Ability to work with all breeds, strengths and sizes of dogs
- A sound foundation in basic dog handling, which matches the handling protocols of GTHS
- A solid foundation in canine behavior
- Recognition and understanding of parasites and common shelter ailments
- Ability to develop a positive and productive relationship with the GTHS volunteers
- Experience giving medications, subcutaneous fluids, nail trimming and micro-chipping
- Ability to multitask, work under pressure and willingness to learn multiple areas of the shelter
- Demonstrate an understanding and passion for animal welfare
- Self-motivated with a proven ability to complete tasks with competency and accuracy
- Proficiency in the Microsoft Office suite of programs