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ANIMAL CARE ATTENDANT

TITLE:	Animal Care Attendant
REPORTS TO:	Senior Manager, Animal Care
LOCATION:	190 Hanlon Creek Blvd., Guelph ON
TYPE:	Part-time, up to 30 hours/week (5-10-hour shifts) This position is available due to a vacancy

Are you looking for a career that is equal parts heart, hustle and helping animals? Are you passionate about animal welfare and your community? Do you thrive on being hands-on in a job where no two days are the same? If you answered yes to any of these questions, then the Guelph Humane Society (GHS) wants to meet you!

The Opportunity:

GHS is on the lookout for a part-time Animal Care Attendant to join their team. This role offers a hands-on opportunity to directly support all animals in need through daily care and supporting shelter operations that prioritize animal welfare and wellbeing. You will play a key role in delivering compassionate, high-quality care to the animals who rely on us, while working collaboratively with staff and the public in a supportive, care-focused environment.

As an Animal Care Attendant, you will be responsible for a wide range of day-to-day tasks related to the general/medical care, humane handling, sanitation, and monitoring of dogs, cats, and small animals, as well as providing short-term care for injured or orphaned wildlife that are awaiting transport to a licensed wildlife rehabilitator. In addition, you will be responsible for assisting with the lost and found program, greeting clients, providing exceptional customer service, having excellent communication and organizational skills, and demonstrating a positive attitude at all times.

What You'll Do:

- Complete daily husbandry duties including proper sanitation, general cleaning, laundry and disinfecting of facility and equipment
- Maintain the cleanliness of the animal care areas and ensure they remain organized and running efficiently



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- Feed, water, exercise and generally interact with dogs, cats, small animals, and farm animals
- Provide short-term care for injured and orphaned native wildlife that are awaiting transport to a licensed wildlife rehabilitation centre, as required
- Assist with administering medication, preventative medical care and grooming as required
- Monitor the health, behavior and well-being of multiple animals at one time
- Complete the Daily Medical Evaluation (DME's) for animals assigned and ensure they are appropriately recorded. Assist in identifying medical concerns efficiently and reporting any concerns
- Interact with all animals safely, respectfully and in a manner that minimizes stress and uses modern, commonly accepted practices
- Proactively interact and communicate with potential adopters and members of the public regarding animals in GHS's care while ensuring that they receive professional, prompt and friendly service
- Together with other relevant staff, ensure all animals available for adoption have engaging adoption profiles as required
- Assist with adoption meetings when necessary
- Together with other relevant staff, assist with efforts to reunite lost pets with their owners, including checking incoming animals for identification, matching lost and found reports, posting lost pets, and using other available resources
- Treat other staff, volunteers and members of the public with courtesy and respect; promote an atmosphere of compassion, helpfulness, and positive attitude
- Assist the Animal Care Coordinators in providing appropriate training and ongoing guidance and support to volunteers when necessary
- Transport animals for spay/neuter and other appointments when required
- Work in compliance with the Occupational Health & Safety Act and its regulations
- Complete other duties as assigned
- Maintain a high level of communication with all other staff and volunteers

Our Ideal Candidate

- Post secondary education and/or experience in a related field
- Experience in animal husbandry and care of companion animals
- Knowledge of dog breeds and their traits and canine behaviour
- Knowledge of feline coat colours and patterns and feline behaviour
- Knowledge of native species of wildlife and their biology and life stages
- Ability to safely and properly handle and restraint various animals under care



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- Comfortable in handling and interacting with animals with severe aggression or behavioral challenges
- Experience with mentoring and leadership, as well as working closely with a team
- Experience and comfort administering general medical care, including giving vaccines, microchipping, bandage changes, and suture removal is an asset
- Demonstrated ability to maintain careful animal records, observe medical conditions and/or changes in general health and behaviour
- Demonstrated excellence in customer service, with the ability to handle high stress situations
- Self-starter and ability to work independently with minimal supervision
- Physically fit with the ability to stand for long periods of time and comfortably lift and carry fifty (50) pounds; repetitive lifting
- Excellent communication skills, both written and oral, with superior organizational skills
- Ability to maintain professional composure and multitask in a high-paced, reactive environment
- Comfortable with wildlife and some general knowledge of local species, their biology and life stages
- General knowledge of animal welfare and humane society activities
- Must not have allergies limiting or affecting exposure to animals
- Protective rabies titre (or be willing to acquire for employment)
- Preference to candidates with a valid driver's license

Who We Are

Founded in 1893, the Guelph Humane Society is a registered charity that provides care and shelter for approximately 3,000 homeless, stray, injured and abused animals each year in Guelph and Wellington County.

The Guelph Humane Society's (GHS) Strategic Plan, Charting Our Future Direction (2024 - 2027), sets out GHS's commitment to creating a compassionate world where all animals are valued and respected and one that is deeply rooted in our values of compassion, leadership, integrity, transparency and collaboration. The opportunity to advance the welfare of animals through care, education, community engagement and relationships has never been greater.



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Animal welfare is at the heart of our mandate, and therefore at the center of everything we do. You must have a strong commitment to animal welfare and be keen to learn more about how this philosophy fits into our work.

What We Offer

- Part-time (Up to 30 hours/week) position. This role requires flexibility to work both weekdays, weekends and statutory holidays
- Employee and family assistance program
- This position offers a salary range of \$17.60-\$18.45 per hour, commensurate with experience and qualifications.

How to Apply

If you are interested in this opportunity and have the above qualifications, please forward your resume and covering letter with salary expectations to:

Samantha Westphal

Senior Manager, Animal Care

Email: careers@guelphhumane.ca

Subject line: Animal Care Attendant position

Applications will be reviewed as they are received. The posting will remain open until June 12th, 2026.

We welcome diversity, value differences, and foster inclusion in our employment practices. We invite applications from all qualified individuals who are philosophically aligned with our mission, vision, and values.

GHS welcomes and encourages applications from individuals with disabilities. Accommodations are available on request for candidates taking part in all aspects of the recruitment process.

Use of Artificial Intelligence in Hiring

Guelph Humane Society does not use artificial intelligence (AI) or automated decision-making tools to screen, assess, or select job applicants. All applications are reviewed by human decision-makers. This posting may be advertised or received through third-party platforms (such as Indeed), which may use automated systems unrelated to candidate evaluation by GHS.



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We thank all applicants for their interest; however, only candidates selected for an interview will be contacted. Candidates selected for an interview will be notified within 45 days of their interview date as to the status of their application.