

**THE MUNICIPAL DOG POUND BOARD
REQUIRES A
PERMANENT PART-TIME POUND KEEPER**

The Municipal Dog Pound is a municipally owned facility that is operated by the Municipal Dog Pound Board and services 7 Municipalities. The facility is located at 326 Monck Road, in the Township of Faraday approximately 5 minutes from downtown Bancroft.

Reporting to the Board, the Pound Keeper will be responsible for:

- Efficiently and effectively managing the daily operations of the Municipal Dog Pound in a humane, safe, healthy, and fiscally responsible manner, and ensure the safety, sanitation, and upkeep of the facility.
- Admissions and adoptions of animals, and ensures the utmost treatment, care, and wellbeing of animals.
- Assisting the public when admitting and adopting animals and promotes responsible pet ownership.
- All duties related to the care of animals in the Pound, including cleaning of holding areas, assuring animals receive adequate food, water, exercise, bathing, and grooming (if necessary), socialization and provide friendly humane handling when animals need to be moved ensuring minimal stress.
- Maintaining accurate records, preparing reports, and attending Municipal Dog Pound Board Meetings.
- And expected to fulfill duties in compliance with established policies, procedures, and standards.
- **A complete job description is available upon request.**

The ideal candidate will possess the following key qualifications:

- Applicant should possess a good general knowledge of animal care, good verbal and written communication skills and have the ability to deal with the public.
- Applicant will hold a valid Class G drivers license and must have a reliable vehicle.
- Applicants who have prior experience caring for animals will be given preference.

Remuneration: Salary will commensurate based on qualifications and experience.

Qualified applicants are invited to submit by email, in confidence, a cover letter and detailed resume before November 15, 2023, at 12:00 p.m. to: brenda.vader@sympatico.ca quoting "Application for Pound Keeper" in the subject line of your email. All applications will be acknowledged by email.

In accordance with MFIPPA legislation, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of job selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.