

JOB DESCRIPTION

JOB TITLE: Animal Care Attendant and Animal Operations Coordinator

LOCATION: Carla Cumming Sojonky Adoption Centre Canmore, Alberta

REPORTING TO: Adoption Centre Manager

DATE: April 2026

MISSION: Our mission is to provide our community with an adoption centre following a no kill, no cage philosophy to shelter, care for and re-home stray and abandoned dogs and cats and promote humane attitudes and responsible pet companionship through educational programs and community leadership.

POSITION SUMMARY:

This is a full-time, permanent hourly position reporting to the Adoption Centre Manager. As a permanent Animal Care Attendant and Animal Operations Coordinator at Canada's first no-kill, no-cage Adoption Centre in Canmore, Alberta, you will be responsible for all aspects of animal care, maintaining a clean and well-organized facility, and coordinating operations, data entry, and administrative tasks related to animal welfare.

Your day will be divided into two parts. From 7:00 AM to 12:00 PM, you will serve as an **Animal Care Attendant**, focusing on daily animal care and ensuring a high standard of cleanliness throughout the animal rooms and the facility. After a 30-minute lunch break, from 12:30 PM to 3:30 PM, you will transition into the **Animal Operations Coordinator** role, which includes maintaining accurate animal records, completing administrative tasks related to animal care, managing inventory, and assisting with the transportation of animals to and from local veterinary clinics.

This position blends data entry, administration, and hands-on animal care. The ideal candidate will have strong organizational skills, excellent attention to detail, flexibility, and effective communication abilities. Comfort and confidence in handling dogs and cats of various sizes, breeds, and temperaments is essential. Strong computer skills are required, including the ability to learn and navigate record-management systems. A valid Class 5 Driver's License is required to operate the Centre van.

This role is based on site at the Carla Cumming Sojonky Adoption Centre, Sunday through Thursday, 7:00 AM to 3:30 PM. Flexibility is required, as schedules may occasionally shift to accommodate animal care needs such as emergency appointments or coverage of evening/weekend Animal Care Attendant shifts.

Areas of responsibility include (but are not limited to) the following:

ANIMAL CARE:

- Feed all dogs and cats according to individualized dietary needs and schedules.

- Administer medications to dogs and cats (including pills, liquids, eye and ear drops, topical treatments, and injectable medications) while safely handling animals with a wide range of temperaments.
- Provide post-operative care for animals recovering from surgeries or medical procedures, following all veterinary instructions.
- Exercise and enrich canine residents through walks, play, training, and other enrichment activities. This includes working confidently with dogs of all sizes, breeds, temperaments, and behavioural challenges.
- Monitor and document the physical health and overall wellness of all resident animals.
- Monitor and document the emotional and behavioural wellbeing of all resident animals.
- Complete daily health checks on animals to track chronic health issues as well as flag any developing issues.
- Following training, assist with administering vaccines and deworming medications.
- Follow individualized training and behaviour plans for dogs and cats as outlined by the Adoption Centre Manager.

CLEANING AND FACILITY MAINTENANCE:

- Clean all cat chalets, dog cabins, and isolation rooms, including scooping litterboxes, picking up waste, scrubbing walls, floors, doors, and ledges, washing windows, vacuuming, mopping, hosing outdoor runs, washing dishes, and completing laundry.
- Disinfect animal rooms and ensure all spaces meet high standards of cleanliness and sanitation.
- Clean common areas of the building, including hallways, reception, bathroom, kitchen, and laundry room (vacuuming, mopping, general tidying).
- Perform basic outdoor maintenance such as shovelling snow, yard work, and keeping walkways safe and clear.
- Maintain a clean and safe yard by removing waste and debris and regularly inspecting the fenceline for hazards such as holes or garbage.

DATA ENTRY/ADMINISTRATION:

- Track and maintain accurate records for each animal in the PetPoint animal-management database, including intake details, health information (vaccinations, spay/neuter status, appointment notes), identification (microchip and/or tattoo), and behavioural notes (training plans, progress, observations).
- Coordinate the placement of animals into foster homes within an established framework when required due to Centre capacity, medical needs, or when an animal's wellbeing would benefit from a home-based environment.
- Track and maintain inventory of food, prescription medications, and cleaning supplies; submit orders and complete supply runs as needed (Centre van available for use).

COMPLIANCE:

- Adhere to training philosophies (force-free, positive-reinforcement based) as outlined by the BVSPCA.

- Adhere to strict health and safety protocols, especially for animals in quarantine or isolation.

RELATIONS:

- Represent the Adoption Centre with professionalism, positivity, and a welcoming presence.
- Collaborate effectively with the Board of Directors, volunteers, and other team members as needed.
- Train new part-time or casual Animal Care Attendants as directed by the Adoption Centre Manager, ensuring consistency in animal care standards and Centre procedures.

MISC. DUTIES

- Transport animals to veterinary clinics for routine exams, surgeries, and medical consultations (Centre van available for use).
- Assist with preparing, securing, and safely transporting animals for appointments, transfers, or adoptions.
- Look for opportunities to enhance the organization of the Centre, maintaining a clean, orderly workspace and implementing systems that support efficiency, safety, and tidiness.

REQUIRED SKILLS, EXPERIENCE & QUALIFICATIONS:

- Proven administrative skills
- Proficiency in use of computers
- Experience in animal care a definite asset
- Comfortability and confidence in handling cats and dogs (of all sizes, breeds, and temperaments)
- Strong organizational and time management skills; enjoys multi-tasking in a fast-paced environment
- Demonstrates strong problem-solving skills and the ability to work independently with confidence
- Team oriented, collaborative style, self-motivated
- Positive attitude, willing to learn, flexible and adaptable
- Class 5 Drivers License required
- Criminal Record Check required
- Must be able to physically lift 25lbs