



## **Career Opportunity: Full-time Team Leader/Dog Care and Welfare Attendant**

*Are you passionate about your work and looking for a way to apply your skills and talents in a meaningful way?*

*Do you have the leadership skills to jump into an organization in the midst of exciting and transformational change?*

**At Lions Foundation Canada Dog Guides (LFCDG) we help people with medical or physical disabilities lead independent lives by providing them with a dog guide at no cost to support them in their daily lives. The school is unique in offering 7 different programs serving between 150-200 new clients annually and supporting over 1100 active clients. The school operates out of our central location in Oakville, ON and a breeding and training facility in Breslau, ON with plans to move to our new leading edge facility in late 2023.**

### **The Opportunity:**

Full-time Team Leader/ Dog Care and Welfare Attendant:

The Team Leader role is to monitor the day-to-day activities and lead the attendant team to contribute to and meet Lions Foundation of Canada Dog Guides' Canine Wellbeing growth objectives. The team leader will inspire a positive working environment by promoting constructive communication and team building through initiatives and demonstrating the highest level of positivity and professionalism. Reporting to the Welfare Supervisor, the team leader will work to implement consistent initial phased and ongoing training programs, ensuring that all staff are performing at a high level.

The Dog care and Welfare Attendant is responsible for maintaining the high standard of care to all dogs housed at the Lions Foundation of Canada Dog Guides (LFCDG) facility. This is an active working position, cleaning kennel runs and observing canine medical and behavioural changes to report to the necessary departments. This is a physically demanding role requiring the majority of time spent standing, lifting, and bending in all weather conditions. As a member of the welfare team, the Welfare Attendant is responsible for training new team members, creation and communication of task outlines, and working collaboratively with other team members and departments to ensure the wellbeing of the dogs is paramount.

### **Key Responsibilities:**

Team Leader/ Dog Care and Welfare Attendant Duties:

- Regularly report to Kennel Supervisor on all areas of responsibility including team and individual performance metrics, along with initiative development and implementation
- Work closely with the Kennel Supervisor to develop and implement employee training and improvement plans
- Actively participates in the interviewing of candidates throughout the hiring process
- Dedication to continuing education and training in relation to the position
- Maintain a clean and safe kennel environment
- To manage and record shift changes as needed
- To review and assess the daily/weekly task logs
- Communicates with Welfare Supervisor, instructors, veterinary clinic staff, and foster families regarding behavioural and medical issues as required

- Effectively and efficiently manage veterinary emergencies
- Provide initial and ongoing training programs to new and existing team members
- All responsibilities and duties assigned to Welfare Attendants

Leadership, Communication, and Interpersonal:

- Provide direction and leadership to the team, along with guidance and instruction
- Identifies opportunities to increase the effectiveness, efficiency and quality of the Welfare Department and puts a focus on continuous improvement
- Delegation of tasks to team members to ensure equity is maintained across the welfare attending roles
- Develops targets and implement a timeline in which to achieve them
- Leads by example with dedication to workplace duties

Contribute to team Effectiveness:

- Works closely alongside the team, ensuring all welfare attending tasks are completed
- Shares in handling workload for positive results
- Works to build collaborative relationships with all LFCDG staff
- Excellent time management
- Closely liaises and collaborates with other departments regarding the dogs in kennel care to ensure high level welfare in an efficient manner (Kennel Supervisor, Instructors, Veterinary Clinic Staff, Career Change Coordinator, and Puppy Program Staff)

**You will bring to the opportunity:**

- Current employment in the LFCDG Welfare Attendant role
- Past work experience in a team leader or management role an asset
- Post-secondary education in leadership and management an asset
- Post-secondary education in Animal Care or Veterinary Technician training an asset
- Demonstrated capacity to work in a busy and noisy work environment
- Positive communication, conflict resolution, and leadership skills
- Confidence and comfort in instructing and motivating others to focus and complete tasks
- Demonstrated capability in problem-solving and reasoning
- Proficiency in the use of PCs; the Internet; Zoom; MS Word, Excel, SharePoint, and Outlook. Ability to learn new software
- Excellent and demonstrated organization skills with the ability to effectively prioritize workloads, multi-task, respond adeptly to shifting priorities and act quickly to immediate needs
- Ability to work a flexible schedule when required
- Minimum valid G2 Driver's License with a clean driving abstract required

Please forward a cover letter and resume to [hr@dogguides.com](mailto:hr@dogguides.com)

Pay Rate: \$17.36/hr

*Lions Foundation of Canada Dog Guides is committed to employ people from diverse backgrounds and we actively demonstrate inclusiveness through fair, equitable and accessible hiring practices. We recognize the strength that comes from different experiences, backgrounds and perspectives and welcome candidates who identify as visible minorities, Indigenous people, persons with disabilities, and persons within the LGBTQ+ community. We feel it is important as an organization that all people have access and opportunity to be employed, to be valued and to be respected. Accommodations for job applicants with disabilities will be provided upon request during the recruitment, assessment, selection and placement process. Alternative format available on Request.*