



**AARCS**  
ALBERTA ANIMAL  
RESCUE CREW SOCIETY

*Changing Lives Through Kindness.*

**2018 Summer Intern Contract Position - Shelter Attendant**

Supervised by the Volunteer Manager

40 hours per week

Start date: June 2017 (9 weeks intership)

Monday-Friday 8am-5pm

**Position Summary:**

The role of the Summer Intern is to support the AARCS staff and volunteers in maintaining a clean, safe and healthy facility for the volunteers and animals and providing administrative support.

**About AARCS:** AARCS is a registered non-profit charity with a mission to improve the lives of animals by rescuing and rehoming abandoned and abused animals. We help over 2500 animals a year and provide much needed programs to our community including: Spay/Neuter Assistance, Humane Education, and Emergency/Disaster Response. Our Safe Haven facility and Animal Hospital is located in Calgary and is a temporary and quarantine holding facility for many animals as they transition to a new life. It is also our head office for operation. This facility supports our vast foster home and volunteer network.

**About You:** This position best suits someone who has a genuine interest in and concern for the well-being of animals and demonstrates empathy and compassion for all animals. The role will include a variety of tasks, some physical labour, including at times working directly with the cats and dogs. Other duties as assigned could include office administrative work, cleaning, assisting with events, sorting donations, etc. Candidates must possess good verbal and written communication skills, including a moderate level of office software proficiency. The position requires some heavy lifting, pushing and pulling which would require an individual with ability to maintain a level of fitness.

**Qualification:**

- Between age of 17 and 30
- Was registered as a full-time student during the preceding academic year
- Intends to return to school on a full-time basis during the next academic year
- Student in secondary, post-secondary, vocational or technical program
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under Immigration & Refugee Protection Act.

**Apply Now:** Interested Candidates should forward a cover letter and resume to Rachel Howard, Volunteer Manager at [volunteer@aarcs.ca](mailto:volunteer@aarcs.ca) before midnight May 10<sup>th</sup>, 2018. Only the successful candidates will be contacted for screening.

**Alberta Animal Rescue Crew Society**

Shelter: 403-250-7377 Email: [info@aarcs.ca](mailto:info@aarcs.ca) Website: [www.aarcs.ca](http://www.aarcs.ca)