City of PICKERING

Employment Opportunity

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Animal Shelter Summer Student

Department: Corporate Services
Classification: Seasonal
Affiliation: CUPE Local 129
Vacancy Reason: Existing
Shift/Hours: Multiple shifts, Monday – Sunday, 30 hours per week
Salary: $24.18/hour
Work Location: Pickering Animal Shelter, 1688 Highway 7, Brougham, ON, L1Y 0A7
Date Posted: Monday, November 23, 2026
Deadline to Apply: Monday, December 7, 2026 at 12:00 noon

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Animal Shelter Summer Student.

The successful incumbent will provide care for animals housed at the City's animal shelter. Duties will also include housekeeping and general cleaning, administrative tasks such as updating databases, animal licensing, keeping records of animal intake, claims, adoptions, etc.

Primary Responsibilities

- Provides daily care of animals in custody including feeding, watering, grooming, cleaning cages and runs, etc. and observing and reporting health and behaviour conditions.
- Ensures all animals are provided with daily exercise and attention.
- Performs various shelter housekeeping and cleaning duties including, but not limited to, mopping floors, cleaning windows, washing dishes, laundry, garbage and, recycling, cleaning up yard waste, etc.
- Performs administrative duties as assigned, including data entry of animal licence registrations, recording of impounded animals, animals claimed, adoptions and handling of payments.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Currently enrolled or recently graduated from a post-secondary or other full-time educational program.
- Must be willing to be immunized against rabies or if previously vaccinated, provide proof of acceptable immunity levels.
- Six months hands-on experience caring for various types of domestic animals. Previous shelter experience is preferred.

Knowledge, Skills and Abilities

- Good communication (verbal & written), interpersonal, customer service, organizational, problem solving and conflict resolution skills.
- Ability to humanely handle animals.
- Demonstrable ability to work independently and achieve objectives under own initiative.
- Must be able and willing to work according to a shift system that may involve evening and weekend work, as well as some Statutory Holidays.
- Must be medically and physically fit to perform the duties of this position.

- Demonstrated proficiency in the use of personal computers and Windows based computer applications.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city… inclusive, connected, caring and prosperous.