



Cat Adoptions Intern (*UNPAID*)

Position Description

The Cat Adoptions intern will be working as part of the Dog Adoptions Center and reports directly to the Adoptions Supervisor.

Duties and Responsibilities:

- Assist with clerical work and data entry as needed
- Aiding with animal related tasks such as socializing of cats and maintenance of catteries/cages
- Work with the public to answer calls, coordinate appointments, greet customers and communicate the adoption/rehoming process
- Assist with feline temperament evaluations as needed
- Give guidance to volunteers as needed
- Adhere to all safety and health precautions as instructed

Capabilities:

- Ease and comfort around cats of all breeds, sizes and personalities
- Maintain a professional appearance and demeanor during all interactions with staff and public
- Highly organized, self-motivated, detail orientated
- Basic computer knowledge and ability to research on the internet
- Ability to work independently and in collaboration with others
- Excellent Customer Relations skills

Contact with Others: Will have contact with the general public in person and over phone/email.

Working Conditions: Internship will be in an office environment, clinic environment and outdoors.

Additional Position Requirements:

- **Training:** Required to attend shadow shifts for cat adoptions.
- **Availability:** 10 hours per week (minimum)
Generally Monday – Sunday between 8:00 am – 6:00 pm.
Specific schedule will be discussed during interview.
- **Physical Demands:** Must be able to lift at least 50 lbs and to sit for long periods of time.

Compensation: This is an *unpaid internship*. We are happy to assist in receiving academic credit or providing a letter of reference/recommendation upon successful completion of the internship.