



Dog Adoptions Center (Office) Intern (UNPAID)

Position Description

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

Duties and Responsibilities:

- Perform general office work (updating files, answering phones, making copies, etc)
- Work with the public to coordinate appointments, greet customers, and handle customer questions and correspondence
- Communicate our adoptions policy/guidelines/restrictions to our customer base
- Assist with animal related tasks (i.e. help with intake/adoption procedures)
- Aid in the creation of pet biographies

Capabilities:

- Ease and Comfort around dogs 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, kennel environment and outdoors.

Additional Position Requirements:

- **Training:** Must attend dog handling shadow shifts.
- **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.