



## **Volunteer Coordinator Intern (*UNPAID*)**

### **Position Description**

The Volunteer Coordinator Intern will be working as part of the Communications and Development (CAD) department and reports directly to the Education and Volunteer Coordinator.

### **Duties and Responsibilities:**

- Public speaking (small and large groups) about animal welfare and BHS programs
- Directing and aiding volunteers during mobile events
- Transportation and handling of shelter animals
- Assist and lead Volunteer Orientations and trainings
- Aid with the expansion of Volunteer program through recruitment campaigns
- Monitor and participate in BHS Volunteer Facebook group

### **Capabilities:**

- Comfortable around animals
- Maintain a professional appearance and demeanor during all interactions with staff and public
- Highly organized, self-motivated, detail orientated
- Basic computer knowledge and able to research on the internet
- Ability to work independently and in collaboration with others

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

**Working Conditions:** Internship will be in an office environment, local events and local offsite locations.

### **Additional Position Requirements:**

- **Availability:** 10 hours per week (minimum)  
Generally Monday – Friday between 8:00 am – 5:00 pm.  
Availability for weekend and evening offsite volunteer training and events. Specific dates and times will be discussed during interview.  
Availability on April 8<sup>th</sup> for Bidwell Bark.
- **Physical Demands:** Must be able to lift at least 50 lbs and to sit for long periods of time.
- **Other:** A personal laptop is required for this position.
- **Driver's License:** Must hold and maintain a ***valid CA driver's license*** and proof of insurance for duration of the internship.

**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.