



## **Butte Humane Society**

### **Volunteer & Foster Administration Intern (*UNPAID*)**

#### **Position Description**

The Volunteer & Foster Administration Intern will be working as part of the Adoptions Department and reports directly to the Volunteer & Foster Coordinator.

#### **Duties and Responsibilities:**

- Public speaking about animal welfare and BHS programs.
- Directing and aiding volunteers onsite and during mobile events.
- Transportation and handling of shelter animals
- Monitor and participate in BHS Volunteer Facebook group.
- Aid the Foster Care Coordinator with recruitment and screening of potential foster participants.
- Work to oversee the recruitment, training and support of all foster volunteers.
- Participate in animal screening and medical exams which include animal restraint, administering medications, microchipping and vaccinations.
- Records notes, treatments and information in Pet Point in a detailed and timely manner.

#### **Capabilities:**

- Comfortable around animals, specifically dogs and cats of all sizes and breeds.
- 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 conduct 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:** 15 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.
- **Physical Demands:** Must be able to lift at least 50lbs and to sit for long periods of time.
- **Other:** A personal laptop is required for this position. The purchase of a volunteer t-shirt (\$10.00) is required.
- **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.