



Butte Humane Society Adoptions Center Intern (UNPAID)

Position Description: The Adoptions Center Intern will be working as part of the Adoptions Center and reports directly to the Adoptions Leads.

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 adopter 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.
- Aiding with animal related tasks such as socialization and maintenance of kennels.
- Assist with canine temperament evaluations as needed.
- Give guidance to volunteers as needed.
- Adhere to all safety and health precautions as instructed.

Capabilities:

- Ease and Comfort around dogs and 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, on the phone, and through email communication.

Working Conditions:



- Internship will be in an office environment, kennel environment, and outdoors.

Additional Position Requirements:

- **Training:** Must attend dog and cat handling shadow shifts.
- **Availability:** 10-15 hours per week (minimum)
- Generally Monday – Sunday between 9:00 am – 6:00 pm.
- Specific schedule will be discussed during interview.
- **Physical Demands:** Must be able to lift at least 50lbs and to sit for long periods of time.
- **Other:** Purchase of a Volunteer t-shirt (\$16.00) is required.

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.

Staff Contacts:

- Shannon Wright, Adoptions Manager: 530-343-7917 ext. xxx,
shannonwright@buttehumane.org
- Shelby Morse, Dog Adoptions Lead: 530-343-7917 ext, 201
shelbymorse@buttehumane.org
- Erin Keast, Cat Adoption Lead, 530-343-7917 ext 164
erinkeast@buttehumane.org