



Butte Humane Society

Volunteer Administration Intern (*UNPAID*)

Position Description

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

Duties and Responsibilities:

- Public speaking about animal welfare and BHS programs.
- Directing and aiding volunteers onsite and during mobile events.
- Monitor and participate in BHS Volunteer Facebook group.
- Work to oversee the recruitment, training and support of all volunteers.
- Assist with overseeing interns for different departments as needed

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 operate and speak professionally on phones
- 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 offsite locations.

Additional Position Requirements:

Availability:

- 15 hours per week (minimum)
- Generally Tuesday – Saturday between 9:30 am – 6:00 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 (\$16.00) 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.

Staff Contact:

- Kelly Laprezioso, Intern & Volunteer Coordinator: 530-343-7917 ext. 109, kellylaprezioso@buttehumane.org