



Dog Intake Coordinator

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

Duties and Responsibilities:

- Assist with canine intakes
- 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 dog intake policy to general public.
- Aiding with animal related tasks such as socialization and maintenance of dog 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 and over phone/email.

Working Conditions: Internship will be in an office environment, kennel environment

and outdoors. **Additional Position Requirements:**

- **Availability:** 10 hours per week (minimum) –
- Generally Monday – Sunday between 9:30am and 1:00pm.
- 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.