



## 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 Manager, Assistant Manager or Adoptions Lead.

#### **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 customer questions and correspondence.
- Communicate our adoptions policy/guidelines/restrictions to our customer base.
- Assist with animal related tasks (i.e. adoption procedures).
- Aid in the creation of pet biographies.
- Aiding with animal related tasks such as socialization and maintenance of kennels.
- 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 oriented
- 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:**

- **Training:** Must attend cat & dog handling shadow shifts.
- **Availability:** 10-25 hours per week (minimum) –  
Generally Monday – Sunday between 8:00 am – 6:00 pm.  
Specific schedules will be discussed during the interview.
- **Physical Demands:** Must be able to lift at least 50 lbs 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.