



## Butte Humane Society

### Adoptions Intake Intern (*UNPAID*)

#### Position Description

The Intake 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:**

- Assist with canine & feline 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 & cat intake policy to the general public.
- Aiding with animal related tasks such as socialization and maintenance of dog & cat kennels.
- Assist with canine & feline 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 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:**

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