



Butte Humane Society

Volunteer Training & Recruitment Intern (UNPAID)

Position Description

The Volunteer Training & Recruitment Intern will be working as part of the Adoptions Department and reports directly to the Volunteer Programs Manager.

Duties and Responsibilities:

- Public speaking about animal welfare and BHS programs
- Directing and aiding volunteers onsite and during 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 oriented
- 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.

Availability:

- 10 hours per week (minimum)
- Varies based on the needs of the shelter and its staff
- Availability for weekend and evening offsite volunteer training and events
- Specific dates and times 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: The purchase of a volunteer t-shirt (\$16.00) is required.

Driver's License: Must hold and maintain a *valid CA driver's license* for the 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:

- Meaghan Johnson, Volunteer Programs Manager: 530-343-7917 ext. 307, meaghanjohnson@buttehumane.org