



## **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 Intake Manager.

### **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 the phone/email

**Working Conditions:** The internship will be in an office environment, kennel environment and outdoors.

### **Additional Position Requirements:**

- **Availability:** 10 hours per week (minimum)
- Generally Monday – Friday between 9:30am and 6:00pm.
- 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.