



**Butte Humane Society
Foster Intern (UNPAID)
Position Description**

The Foster intern will be working as part of the Foster Program, and reports directly to the Foster Coordinator.

Duties and Responsibilities:

- Perform general office work (updating files, filling out paperwork, making copies, etc.)
- Assist with animal related tasks (i.e. help handling, help with intake/vaccine procedures)
- Aid in the creation of surgical/prevention sheets.
- Aiding with sterilization and sanitizing procedures.
- Maintenance of Shelter Animal records.
- Give guidance to volunteers as needed.
- Distribute medications to animals properly
- Aid in vaccine administration, animal observation, and any other medical procedures necessary
- Check-in with fosters, prepare supplies for fosters, help create emails/posts for animals
- 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 fosters and staff
- Highly organized, self-motivated, detail oriented
- Basic computer knowledge and courteous phone manners.
- Ability to work independently and in collaboration with others

Contact with Others: Will have contact with Fosters in person, over phone, and through email.

Working Conditions: Internship will be in an office and shelter environment.

Additional Position Requirements:

- **Training:** Will occur with the direct supervisor.
- **Availability:** 10-25 hours per week
 - Generally Monday-Friday between 8:00 am – 5:00 pm.
 - Specific schedules will be discussed during the interview.
- **Physical Demands:** Must be able to lift at least 50 lbs.
- **Other:** Scrubs or jeans, closed toed shoes, and BHS volunteer t-shirt purchase (**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.