



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 and Intern Coordinator.

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 (\$17.00) 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:

- Kailyn Lopez-Padilla, Volunteer & Intern Coordinator:
530-343-7917 ext. 310, kailynlopezpadilla@buttehumane.org