



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Intern (**Part-Time**)
DEPARTMENT.....: Utilities
DIVISION.....: Animal Shelter
CLASSIFICATION/GRADE.....: Summer Intern
REVISED.....: 03/2017
REPORTS TO.....: Animal Shelter Manager
REVIEWED.....: 03/2018
WAGES.....: Hourly

****PLEASE SUBMIT YOUR CURRENT TRANSCRIPT WITH APPLICATION *****

SUMMARY:

The primary work performed will consist of assisting management with enhancing the existing on-going volunteer program that incorporates an online scheduling and tracking system, is user friendly, and allows the growth of the existing volunteer program. Additionally, the position will be responsible for researching, editing, and drafting documents and presentations for staff training on implemented procedures. The position will require the use of the Animal Shelter Net software, Microsoft Office, and the internet. Working environment will include primarily office work and occasional field work. Secondary functions focus on performing a variety of tasks related to the operations of the Terrebonne Parish Animal Shelter. The duties will be performed under the supervision of the Animal Shelter Manager.

Intern will have the opportunity to gain hands on experience working with animals and professionals in the animal care and control industry. Intern will also have the opportunity to learn the overall daily operations of the department. He/she must perform any function deemed necessary to contribute to a smooth, efficient, and humane operation of the Terrebonne Parish Animal Shelter. As with all positions within this department, response at any time may be required to assist with workload or in any emergencies that may arise.

BASIC FUNCTIONS:

1. Collection of best practices information.
2. Drafting modifications to the existing policy and procedure manuals
3. Drafting changes to existing training presentations
4. Drafting new training presentations through research performed and with the assistance of staff.
5. Assist staff in caring for impounded animals
6. Assist public by providing information, answering phones, etc.
7. Perform all other responsibilities deemed necessary by the Manager.

OTHER REQUIREMENTS:

1. Must have the ability to work well with others
2. Must be able to learn and practice all applicable safety rules and regulations.
3. Must be courteous and understanding of the public in the sensitive environment of animal control.
4. Must be able to work extra hours during a normal week, weekends, holidays, and disasters.
5. Must possess and maintain a valid Louisiana driver's license.
6. Must possess a good knowledge of the working area and equipment assigned.

7. Must not have a fear of handling animals.
8. Must be able to perform tasks without direct supervision.
9. Experience handling animals preferred, but not required.

WORKING CONDITIONS:

Works in an animal shelter environment where there is daily exposure to noise, heat, dust, disease, and odorous conditions.

EDUCATION/EXPERIENCE:

1. **Terrebonne Parish resident preferred** and at least 18 years of age.
2. **Must have obtained a Junior or Senior status at a Community College or University by May 2018.**
3. Must have intermediate experience operating computers.
4. Proficient in computer word processing, spreadsheets and database environments.
5. A high school diploma or equivalent is required.