

# ANIMAL SHELTER INTERN

Animal Shelter



## SUMMARY

Create and update policy training presentation and videos, promotional event flyers, and media presentations. Enhance outreach programs, including social media presence, off-site events, etc.

## ESSENTIAL FUNCTIONS

- Collect best practices information and read the existing Standard of Operations Manual.
- Create and update policy and procedure training presentation.
- Assist staff in caring for impounded animals.
- Assist public by providing information, answering calls, etc.
- Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

- At least 18 years old.
- Preference will be given to applicants from Terrebonne Parish.
- Able to work well with others.
- Able to learn and practice all applicable safety rules and regulations.
- Be courteous and understanding of the public in the sensitive environment of animal control.
- Able to work extra hours during a normal week, weekends, holidays, and emergencies/disasters.
- Possess a good knowledge of the working area and equipment assigned.
- Must not have a fear of handling animals.
- Able to perform tasks without direct supervision.
- Experience handling animals preferred.
- Have intermediate experience operating computers.
- Proficient in computer word processing, spreadsheets/database environments, and video editing software/apps. Learn to use animal-tracking software.
- Possess and maintain a valid Louisiana driver's license.

## EDUCATION REQUIREMENTS

- Must obtain a junior or senior status at a community college or university by May 2024.
- High school diploma or GED certification required.

## WORK ENVIRONMENT

Working environment will include primarily office work and occasional field work. The intern will work in an animal shelter environment where there is daily exposure to noise, heat, dust, disease, and odor.

## WHAT YOU WILL LEARN

The 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 animal shelter.

**Please submit a current transcript with application.**

## JOB OVERVIEW

### STARTING PAY

\$12 to \$13.50 per hour

### LENGTH OF INTERNSHIP

June 3 to July 26

### SCHEDULE

Schedule varies; 20-25 hours per week

### LOCATION

Animal Shelter