The Animal Adoption Internship program is designed to offer our interns the opportunity to gain valuable knowledge, basic skills, and hands-on experience adopting out cats and dogs in a fast-paced shelter environment. This is particularly useful for students looking to pursue a career in the animal rescue or shelter field as interns will gain valuable knowledge in shelter care, basic post-adoption medical care, and more. Non-students are welcome to apply as well! This internship is an unpaid volunteer position, but we are happy to arrange course credit. Upon successful completion of an internship, participants will receive a Certificate of Completion and Letter of Recommendation.

**PRIMARY RESPONSIBILITIES**

* Work closely with staff to ensure animals are adopted to homes according to Berkeley Humane standards
* Relay post-adoption behavior and medical plans set forth by animal care and veterinary staff
* Enter information into animal database as needed
* Assist in answering adoption or miscellaneous questions from the public
* When appropriate, be responsive to visitor inquiries
* Other duties as assigned

**REQUIREMENTS**

* Excellent customer service experience and/or skills
* Passion for education on exceptional animal care
* Comfortable learning new computer programs and familiarity with PC use, including Microsoft Office programs
* Comfortable working with a diverse population of animals and people
* Able to commit to 3+ months
* Able to commit to 20+ hours per week, including some weekends
* Able to bend, stoop, squat, reach, and push moderately heavy objects
* Able to lift 50lbs.
* No allergic conditions which would be aggravated by animals in our care
* Professional animal handling experience (including volunteer experience) is preferred but not required

**TO APPLY**

Please download and complete an [Animal Adoption Internship Application](https://berkeleyhumane.org/wp-content/uploads/2022/12/Animal-Care-Internship-Application-2022.docx). Please also submit a cover letter — describe your background, pertinent experiences, interests, accomplishments, and how this internship will benefit you. Completed applications should be submitted with a resume to [fwanko@berkeleyhumane.org](mailto:fwanko@berkeleyhumane.org). Submission does not guarantee acceptance into the program.