



## Kitten Nursery Intern

### **Purpose:**

In southern Utah, Best Friends runs a TNR (Trap Neuter Return) program, which brings in the majority of the kittens that come through the Best Friends Sanctuary in Kanab. While it is not an overwhelming number of kittens, we needed to create a system where volunteers can help care for the 100+ kittens that do come through.

This intern should be prepared to intern in fast-paced emotional environment, and will finish the internship having gained broad experience in coordinating volunteers, learning about neonatal animal care and the field of animal welfare including TNR.

*Please note: This is an unpaid internship; however, applicants with a genuine financial need may apply for a stipend and/or scholarship to assist the intern with housing and travel expenses.*

**Reports to: Community Cat Program Supervisor/Kitten Nursery Manager**

### **Primary Duties:**

This role will be multi-functioning, and includes but is not limited to:

- Facilitate the 24 hour daily feeding, cleaning, and enrichment of cats and kittens
- Oversee and communicate the medical care of cats and kittens, reporting any medical or behavior concerns.
- Oversee and communicate the vaccination and spay/neuter schedules for kittens. Keep animal records current with information and current medications, vaccines and intake exams, observations and behavior notes.
- Maintain inventory of all supplies, ensuring all necessary supplies are stocked and available at all times. Report all purchase needs and maintenance/repair issues.
- Act as a point person for volunteers to include: Training, retaining, engaging, scheduling, answering questions and assisting with general needs.
- Engaging current volunteers via e-mail and phone to fulfill feeding schedule slots for the upcoming week, as well as re-engaging volunteers who have not served a shift recently.
- The duties may vary depending upon the volume of kittens coming into the nursery. This position may be reassigned to assist the Community Cat Program during times of low kitten intake. Additional duties as needed as assigned

### **Time Commitment/Internship Length:**

- Up to 40 hours per week; you will need to be flexible with days/times and expect to intern during some evening and possibly overnight hours.
- Internship Length: 4-8 week commitment between the months of March – October, 2017.

### **Qualifications:**

- Previous experience working with cats required. Must be comfortable with all cats and kittens, including those with health concerns as well as behavior conditions, and feral cats.
- Experience with bottle feeding, triage and medical care of unweaned animals, kittens or wildlife preferred
- Experience coordinating volunteers and/or customer service experience preferred.
- Ability to interact well with others. Very personable, professional, and upbeat, and demonstrates ability to create and encourage a positive work environment.
- Must be able to intern in a fast-paced environment with the ability to handle multiple tasks and responsibilities.
- Accurate, appropriate, clear and concise written and verbal communication skills.
- Able and willing to professionally advocate Best Friends position on issues.
- Strong interpersonal skills to handle sensitive and confidential situations and be comfortable dealing with sick and injured cats and kittens up to and including euthanasia if deemed necessary.
- Proficiency with a variety of computer tools such as word processing, spreadsheets, presentations, database, internet research, google programs, etc.
- Must be flexible and willing to intern with a flexible schedule including weekends, nights and holidays when necessary.

**Physical Requirements:**

- Sitting for extended periods of time.
- Able to sit at a computer for extended periods of time.
- Lifting and handling animals of varying sizes and breeds, bending, stooping and walking on a daily basis.
- Ability to effectively and safely handle a variety of animals and spend extensive periods of time with those animals in close quarters