About Nevada Humane Society
Nevada Humane Society (NHS) is a no-kill organization creating and sustaining a no-kill community in Northern Nevada. Founded in 1932, our mission is to promote animal welfare & provide for the relief and prevention of all animal suffering in Northern Nevada, all while finding homes and providing care for homeless pets. Our mission is accomplished through quality animal care, comprehensive adoption programs, accessible low-cost spay/neuter services, a free Animal Help Desk and many other community outreach programs. NHS is a charitable, non-profit organization dependent upon donations. We do not receive funding from government agencies or national animal welfare groups. Thanks to the amazing support of the community & the hard work of the dedicated staff, volunteers, and rescue partners, we have achieved dramatic results. Washoe County is now one of the safest communities in the U.S. for homeless animals and received the Maddie’s Community Lifesaving Award in 2012.

About the Internship
The Volunteer Coordinator Intern will be responsible for orienting, arranging training and other duties associated with welcoming new volunteers to Nevada Humane Society. The Volunteer Coordinator Intern will be the main point of contact while the volunteer is being trained into his/her specific, shelter department to ensure a smooth transition and retention of the volunteer.

Required Qualifications
• Basic knowledge of companion animal care/handling preferred, including dogs, cats, rabbits, rodents, birds, and more
• Ability to read, write and understand English preferred
• Affection for animals, concern for their welfare and a willingness to accommodate animals in the work place
• Organization and effective time management skills, able to work with minimal supervision and direction post-training
• Basic Computer skills (data entry, typing, internet navigation, email, familiarity with Microsoft Outlook and Office)
• Physical Qualifications: Physical ability to frequently engage in repetitive motions of legs, arms, and hands, to hear to see to move animals and goods; Physical ability to lift up to 40lbs occasionally; Allergic conditions which would be aggravated when handling or working with animals may be a disqualification.

Internship Duties
Principal duties
• Work as a team with the Community Programs Manager to manage all aspects of the NHS volunteer program, including recruitment, training, appreciation and retention of all volunteers
• Ensure all new volunteer who attend initial orientation are individually contacted to be assigned a volunteer role/duty
• Train individuals/small groups of volunteers on their assigned volunteer roles
• Teach various group training classes on topics such as proper dog handling, cat handling, small animal handling, etc.
• Manage the volunteer teachers of certain classes and their schedules for teaching
• Maintain essential volunteer documents, such as the Dog Walking Log and Cat Enrichment logs
• Track results and document project processes and contact

$12/hour for 120 hours
Spring Semester 2017

Apply by November 1st, 2016 at www.unr.edu/career