

North Arkansas Central



Society for the Prevention
of Cruelty to Animals

INTERN PROGRAM

Guidelines & Application / Year 2009



North Arkansas Central SPCA
51 Carmelkat Ln
Flippin, AR 72634
870-449-6750

We believe our Intern Program is a very gratifying, special and unique experience. We consider our work here a privilege and look forward to the opportunity to share our experiences, and knowledge with those who will be walking in our footsteps in the future. Interns and students of today are the ones charged with assuring that these animals have a future. Our internship program is our way of assuring that future generations will have the opportunity to enjoy these wonderful animals as much as we have.

Interns can be integral to our success as they participate in the daily work of the shelter. There are two tracks an internship can take: one is focused primarily on animal care and operations (Animal Care Intern), while the other is focused on Fundraising. The internships are an excellent opportunity for individuals who are considering a career in animal welfare, are interested in animal sheltering, want to learn more about companion animals and their behavior, and who support the NAC SPCA mission.

Job Duties

Animal Care Interns are trained in our volunteer orientation and dog/cat handling training courses then work a regularly scheduled shift that includes:

- Animal care duties such as walking, training and socializing dogs; cleaning cat cages, socializing cats/kittens; and providing care to cats recovering from treatable illness in our medical care ward.
- Assisting the public in the adoption process and with lost and found pets.

Programs Interns are trained in the volunteer orientation and then work a regularly scheduled shift that includes:

- Assisting with internal and external marketing and promotion of animals available for adoption, including special write-ups, production and mailing of our newsletters, and communications with our media partners regarding the shelter and its programs and services.
- Assisting with special events such as offsite adoption events and more.
- Providing administrative support to the shelter programs team.

Disaster Response/Relief Interns are trained in our volunteer orientation along with one of the other Intern Positions and will be qualified to participate in Disaster Relief Efforts as called upon by the shelter staff.

It is also possible for interns to work in a capacity that includes elements from animal care as well as programmatic support and disaster relief.

Abilities and Experience Required

- An interest in animal welfare; sheltering experience preferred but not required.
- Ability to work effectively and independently without supervision as well as
 - working well with others.
 - Ability to speak, read and write the English language fluently.
 - Experience dealing with the public and providing customer service, in person, over the phone or through email.
 - Writing and computer skills.
 - Flexibility and willingness to learn and to try new things.
 - Ability to be around dogs and cats, as all interns have some animal contact regardless of the track they choose to pursue.
 - Ability to cope with a highly-emotionally charged environment with some animals who are homeless, abandoned, orphaned or abused, as well as the reality that some of the animals in our care may be euthanized.
 - At least 18 years of age.

Length of Internships

- Each internship is an unpaid position, The exact length and schedule can be determined between the intern and the shelter managers.

Internship Objective:

- Gain professional hands-on animal care experience at an animal welfare and rescue facility by providing support to shelter staff.
- Working with senior volunteers and regular sanctuary staff. Actively participating in every aspect of our operation allows
- Learning, research and training in a hands on, real world environment .

Internship Guidelines:

- Minimum age is 18.
- Internships are non-stipend and non-salaried, The minimum length for an internship is 4 weeks, the maximum length can be determined between the intern and the shelter managers.
- Students should be able to work a flexible schedule.
- Hepatitis B, and tetanus vaccinations are recommended.
- Must be able to lift and carry 50 pounds on a routine basis.
- For safety issues, must be able to speak, read and understand English.
- Absolutely no drugs or alcohol are permitted at the facility.

Internship Accommodations:

- Intern lodging may be available through several of our gracious volunteers who open up their homes to provide a place for students to stay during their internship. In many cases,

Internet access, phone, Laundry and cable TV are also available.

- Interns must be comfortable with spending quiet evenings in their own company depending on where they are staying and the personal schedules and obligations of their hosts.
- We try to maintain a relaxed, family like atmosphere. We normally provide lunch when we are working. These meals are home-cooked. We request your assistance in helping us prepare for, and clean up after meals. We will try, when we can, to accommodate special diets, vegetarian or vegan meals with some advanced notice.
- Transportation to shopping several days a week for personal items, etc. as we pick up animal supplies.
- Materials, curriculum and training in all areas of sanctuary operations.
- Opportunity to socialize with volunteers and staff during cook-outs or gatherings as they occur (This happens frequently when it is warm outside).

An experience you will never forget, and a lifelong friendship with some real special dogs and cats.

Because of the numbers and temperaments of the animals in our care, we must insist No Personal Pets Allowed.

Internship Job Description:

- Interns will be working part-time 5 days a week
- All interns will undergo training on safety procedures, crisis management, and the rules of the road involving the care of potentially dangerous animals.
- You will be exposed to significant levels of heat and humidity during the summer months, ice and cold during the winter months, and dust, wind and rain pretty much year round. Appropriate dress is recommended!
- Initially, the intern will be under the Direct Supervision of a staff member or senior volunteer. This supervision may relax as our confidence in you grows and you become familiar with our procedures and routine. Interns work under direct supervision of the shelter staff or senior volunteers.
- After orientation, students will be required to abide by and follow all rules and procedures set out by management.
- Non-compliance with the sanctuary rules and procedures will result in immediate program termination.

DIRECT SUPERVISION is defined as in the "physical presence of a staff member".

Duties include but are not limited to:

- Assist in preparing diets and food distribution.
- Clean any habitat for animals that reside at the shelter.
- General cleaning and organizing activities involved with feeding and general care for the animals.
- Students will assist with habitat building, learning about safety and caging requirements.

- Assist in general grounds maintenance and habitat landscaping.
- Assist in general animal enrichment activities thereby learning how to ensure a better quality of life for all animals residing at the shelter.
- Students may be asked to assist in administering medications and animal transport if applicable.
- Assist in general administrative duties related to animal care and shelter procedures and other duties as assigned.

Costs & Living Expenses

Being a nonprofit organization, our resources are limited. To support our internship program without taking away from our animal care program we must ask interns to make contributions to cover utilities and materials. Interns are responsible for their own transportation and food expenses, laundry and long distance calls. All fees are non-refundable and are due at the beginning of each month.

Fee for Interns: \$100/month.

This includes rent, utilities, local phone service and access to computers and the Internet, uniforms, and other provisions made by the shelter.

A **Director's Scholarship** may be available for those interns requiring financial assistance. To apply please include with your application a two-page paper describing the reasons we should consider you for this scholarship.

IMPORTANT NOTICE:

Our program focuses on the importance of proper management of abused, neglected, and abandoned pets and the rehabilitation of these animals to be reintroduced into a family environment..

This program does not include **DIRECT CONTACT** with potentially dangerous animals residing at our facility! You will not be required to handle any animal you do not feel comfortable with.

DIRECT CONTACT is defined as any physical contact with any animal, including contacts through cage wire (reaching of limbs through fences or cages), etc.

Safety of the animals, management, staff, interns and volunteers always comes first at our facility.

PLEASE NOTE: If an animal bites or scratches you, it immediately places **the welfare** (life) of the animal and our entire facility at risk, so this is no laughing matter and the above rules should be taken seriously.

Application Procedure:

1. Fill out our Internship Application and send it to us at the address on the front of this flyer.
2. We will contact you to arrange a time for you to come see us and talk with us. This

visit is your chance to meet us and ask any questions you might have. It is also our chance to meet you and show you what we do here.

3. After this meeting we will contact you within a week or so regarding your acceptance as an intern and begin finalizing housing arrangements, starting date and other details.

*"Never doubt that a small group of thoughtful,
committed individuals can change the world....*

Indeed, it is the only thing that ever has."

-Margaret Meade

North Arkansas Central SPCA, 51 Carmelkat Ln, Flippin, AR 72634

Phone: 870-449-6750 www.nacspca.org

INTERNSHIP APPLICATION

Name: _____ Phone: _____

Address: _____

City, State, Zip: _____

Email: _____ Date of Birth: _____

School attending: _____ Major/Graduation date: _____

Educational Background: _____

Advisor Name & phone: _____

What are your school's requirements for this internship (length/hrs, records etc)

In the past 10 years, have you ever been convicted of a crime? _____ If yes, tell us: Charge: _____ Date: _____ State: _____

Have you been in the Military?: _____ Branch?: _____

Discharge Date: _____ Type of Discharge?: _____

Do you have a valid Driver's License? _____

List any special skills or experience you have that you could utilize at our facility:

Emergency Contact: Name: _____

Phone: _____ Relationship: _____

Internship

Agreement and Liability Release

The information contained in this application is true, correct and complete.

I understand that working with and around animals can be inherently dangerous if established rules, guidelines and policies are not followed. I agree to abide by all rules, guidelines and policies established by the facility and understand that not following these rules, policies and guidelines could be cause for termination of my volunteer status and/or removal from the facility.

I agree and understand that as a intern, NAC SPCA, "the facility", is not obligated to provide me any payment or benefit for my services. I also agree to release the North Arkansas Central SPCA, its board of directors, employees, agents or volunteers (collectively "the facility") from any and all liability, and further agree not to pursue any claim or initiate any action against the facility in the event I am injured or suffer damage while at the facility, while at an event with or for the facility, while traveling to or from said event, or while working with one of the facilities animals onsite or offsite, or as a

direct or indirect result of the negligence of the facility. I understand that this express assumption of risk, release and waiver is made on my own behalf and on behalf of my heirs, executors, representatives, assigns and when applicable, my minor children. I agree to advise the facility in writing of any physical and/or mental limitations that could affect or be affected by any volunteer activities I assume. I understand it is my responsibility to provide this information and I release the facility from any liabilities for injuries or illnesses which result from my failure to advise the facility in writing of any such limitations.

I understand the facility may require alcohol, drug and substance abuse testing, including random drug testing by facility staff or others as determined by the facility. I consent to such an examination and authorize the release of results and information regarding such an examination to the facility.

I hereby authorize investigation of all statements in this application and request any company, institution, or persons contacted as part of this investigation to provide any and all pertinent information. To assure their cooperation, I hereby release them from all liability for any damage that may result from furnishing the same to the facility.

Date: _____ Signature of

Applicant: _____

Printed

Name: _____

Signature of witness:

Printed Name:

Do not write below this line

Received By: _____

Date: _____

Action: Int _____ bc _____ Notations:

Final Action:
