

## Intern Position Description

### Animal Care Center Operations Interns

*Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.*

<b>Internship Location</b>	12526 County Road 3806, Murchison, TX 75778
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background, Motor Vehicle Record, Social Security Address Report, and National Sex Offender Registry
<b>Focus of the Internship</b>	To assist the Cleveland Amory Black Beauty Ranch (CABBR) Ranch Manager and Facilities Department in the daily maintenance of the sanctuary. The facility internship primarily involves land management responsibilities, but also incorporates maintenance duties as well. Duties include but are not limited to landscaping, irrigation, enclosure modification, and vehicle maintenance. The interns will perform various land management duties alongside the staff while gaining valuable ranch experience and knowledge about The HSUS's philosophies.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Knowledge of CABBR and how the program area fits into the larger picture of animal protection</li> <li>• Exposure to the operations of an animal care center</li> <li>• Knowledge of various animal species and animal protection issues</li> <li>• Knowledge of animals' habitats</li> <li>• Gain valuable hands on experience working and running a 1,200 acre ranch</li> <li>• Develop a structured mentor/mentee relationship</li> <li>• Complete training on use of minor equipment, begin to learn basics of pasture management and landscaping for animals</li> <li>• Opportunity to work with ranch professionals alongside a wide variety of animals in a sanctuary setting</li> <li>• Strengthen networking, leadership, and time management skills including how to prioritize assignments and multi-task</li> <li>• Research and present an educational presentation on a preselected topic pertaining to ranch management, landscaping, pasture management, etc.</li> </ul>
<b>Orientation/Training</b>	Orientation includes the following: history and tour of CABBR, overview of programs, description of rules and protocols, paperwork to complete, and overview of basic safety procedures and daily shift routine. Interns will be given access to manuals and an intern handbook at the beginning of internship. Interns will receive department-specific materials and on-site training specific to the role by working alongside the departmental team lead and meeting with the intern supervisor on a regular basis; on-the-job training will continue in levels as the intern progresses to the next stage of responsibility.
<b>Intern Responsibilities</b>	<ul style="list-style-type: none"> <li>• Landscaping and landscape design</li> <li>• Enclosure modification</li> <li>• Vehicle upkeep and scheduled maintenance</li> <li>• Assistance with irrigating and plumbing</li> <li>• Equipment upkeep and inventory</li> </ul>

	<ul style="list-style-type: none"> <li>• Complete a research project in which interns study a topic of interest related to their learning and give a brief 5-10 minute presentation of results at the conclusion of the internship (i.e. Texas exotic pet ownership laws, equine vision, etc.); topic must be approved by supervisor</li> <li>• Complete educational quizzes and work with supervisor to develop internship goals</li> <li>• General day to day improvements and repairs</li> <li>• Complete general maintenance tasks</li> </ul>
<p><b>Level of Difficulty</b>  <b>1=easy/5=demanding</b>          (physical, mental, emotional)</p>	<ul style="list-style-type: none"> <li>• Physical difficulty is level 4; must be able to stand, pull wheelbarrows, lift &amp; carry heavy objects (50lbs), rake, stoop, bend, &amp; walk for extended periods of time, have quick reflexes and the ability to work in all types of weather conditions; much of the work requires substantial physical labor and intern must have high levels of physical strength and mobility. Intern must be able and willing to follow all safe animal handling protocols as explained to them during training</li> <li>• Mental difficulty is level 4; there will be a demanding work load which requires learning proper procedures and protocols</li> <li>• Emotional difficulty is level 2; requires emotionally mature individual with the ability to handle stressful situations</li> </ul>
<p><b>Expected Environmental Conditions</b></p>	<p>All of the work is performed outdoors in all weather conditions which can be unpredictable. Winter in East Texas is wet and chilly (temperatures reach the freezing point or below). Spring is wet and mild, and summer is hot and humid (temperatures are in the upper 90s to low 100s from approximately late June to mid-September, with high humidity). The area can be prone to flash flooding and has the possibility of ice storms in the winter.</p>
<p><b>Qualifications/Requirements for Intern Applicants</b></p>	<ul style="list-style-type: none"> <li>• Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation</li> <li>• Must have strong interpersonal skills and the ability to maintain professionalism in attitude and appearance on the telephone and in person with staff and members of the public</li> <li>• Able to work closely with the CABBR staff and to think strategically in order to meet the program's needs</li> <li>• Attention to detail and a commitment to accuracy</li> <li>• Able to work well independently and use good judgment</li> <li>• Must have a basic working understanding of the Facilities department</li> <li>• Capable of working as a team, ability to learn, follow directions, and make appropriate suggestions</li> <li>• Possess a strong personal work ethic, demonstrate flexibility, and an eagerness take initiative on a variety of responsibilities</li> <li>• Must have ability to drive manual transmission vehicles</li> <li>• Able to learn and demonstrate a familiarity with CABBR's programs</li> <li>• Demonstrate flexibility and willingness to take initiative on a variety of projects</li> <li>• Must be organized and tidy, as interns are responsible for keeping the surrounding grounds clean and trash-free</li> <li>• Able to understand The HSUS' and CABBR's policies, mission, and positions regarding animal protection issues and be able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS</li> </ul>

	<ul style="list-style-type: none"> <li>• Must have a thorough understanding of HSUS' mission and major campaigns</li> <li>• Volunteer experience or previous internship working with equine, farmed animals, or wildlife is preferred</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Must be at least 18 years of age</li> <li>• Must have reliable transportation and arrive on time for shifts</li> <li>• Must be able to show proof of negative tuberculosis (TB) test</li> <li>• Must have a driver's license and an excellent driving record</li> <li>• Must wear closed-toed, rubber-soled shoes</li> <li>• Must be able to learn and follow guidelines and policies of The HSUS and CABBR, and follow directions given by staff</li> <li>• Must submit the required paperwork and pass a background check before being assigned</li> <li>• Should have a phone for easy communication, access to a computer and ability to login into an online volunteer communication site to receive updates</li> <li>• Tetanus &amp; pre-exposure rabies vaccinations recommended but not required</li> </ul>
<b>Internship Start Date</b>	Ongoing; there are four intern sessions (Spring, Summer, Fall, and Winter)
<b>Internship Time Commitment</b>	Interns must commit to approximately 32 hours per week for 12 weeks; available year-round. If in an academic program that has different requirements we can accommodate.
<b>Internship Scheduling Guidelines</b>	Hours vary depending on time of year but hours should be between dawn and dusk from 6 am and 9 pm.
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	All necessary supplies are provided on site.
<b>Optional Tools/Equipment</b>	A comfortable pair of waterproof boots and rain gear is advisable. For the winter months it is vital to have warm clothes, such as long-sleeved shirts, coats, warm socks, gloves and hats. Aside from clothing, a large water bottle to keep hydrated, sunscreen, insect repellent, and flashlight. Interns are encouraged to bring their own laptops.
<b>Supervisor(s)</b>	Ranch Manager, Cleveland Amory Black Beauty Ranch  Ranch Hand, Cleveland Amory Black Beauty Ranch
<b>Additional Mentor(s)</b>	Primate & Exotic Specialist, Cleveland Amory Black Beauty Ranch
<b>Number of Concurrent Internship Openings</b>	4; divided between facility and landscaping areas
<b>Additional Information</b>	
<b>Updated</b>	9.13.2013