

### Animal Care Center Operations Intern

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
<b>Internship Location</b>	12526 County Road 3806, Murchison, TX 75778
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background, Social Security Number Verification, Motor Vehicle Check and Sex Offender Registry
<b>Focus of the Internship</b>	The intern will perform various land management and maintenance duties alongside the staff while gaining valuable ranch experience and knowledge about Cleveland Amory Black Beauty Ranch (CABBR) and The Humane Society of the United States (HSUS).
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Gain valuable hands on experience working with ranch professionals to help run a 1,400 acre ranch</li> <li>• Complete training on use of minor equipment and learn basics of pasture management and landscaping for animals</li> <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>• Develop a structured mentor/mentee relationship</li> <li>• Strengthen networking 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. Intern will be given access to manuals and an intern handbook at the beginning of internship. Intern 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. Intern will be granted additional responsibilities as they progress through on-the-job training.
<b>Intern Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform landscaping and landscape design</li> <li>• Assist with animal enclosure modification</li> <li>• Handle vehicle upkeep and scheduled maintenance</li> <li>• Assist with irrigating and plumbing</li> <li>• Perform equipment upkeep and inventory</li> <li>• Perform general day to day improvements and repairs</li> <li>• Complete general maintenance tasks</li> <li>• Complete a research project in which intern studies a topic of interest related to their learning and gives a brief 5-10 minute presentation of</li> </ul>

	<p>results at the conclusion of the internship (i.e. ranch management, landscaping, pasture management, etc.); topic must be approved by supervisor</p> <ul style="list-style-type: none"> <li>• Complete educational quizzes and work with supervisors to develop and meet internship goals</li> <li>• During peak volunteer season (summer), intern likely works alongside volunteers and direct them on particular 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 and carry heavy objects (75 lbs.), rake, stoop, bend, and 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</li> <li>• Mental difficulty is level 3; there will be a demanding work load which requires learning proper procedures and protocols</li> <li>• Emotional difficulty is level 3; intern will come into contact with injured, orphaned or abandoned animals, which can be emotionally distressing. Operations staff is responsible for animal burial. If the intern is involved in this work, emotional difficulty could reach level 5.</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>• Strong interpersonal skills and able to maintain professionalism in attitude and appearance on the telephone and in person with staff and members of the public</li> <li>• Able and willing to follow all safe animal handling protocols as explained during training</li> <li>• Able to work closely with the CABBR staff and to think strategically in order to meet the program's needs</li> <li>• Attentive to detail with a commitment to accuracy</li> <li>• Able to work well independently and as part of a team, and use good judgment</li> <li>• Able to learn, follow directions, and make appropriate suggestions</li> <li>• Possess a strong personal work ethic</li> <li>• Willing to take initiative on a variety of projects and change priorities</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 able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS</li> <li>• Basic maintenance/facilities experience helpful</li> </ul>
<p><b>Restrictions</b></p>	<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> </ul>

	<ul style="list-style-type: none"> <li>• Must have current tetanus inoculation and provide proof of a negative tuberculosis (TB) test; pre-exposure rabies and Hepatitis A &amp; B vaccinations recommended</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> </ul>
<b>Internship Start Date</b>	Ongoing; there are four intern sessions (Spring, Summer, Fall, and Winter)
<b>Internship Time Commitment</b>	Intern must commit to approximately 42 hours per week for 12 weeks. 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 are usually between 7 am and 4 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 are recommended. 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>	Intern Coordinator, Cleveland Amory Black Beauty Ranch
<b>Number of Concurrent Internship Openings</b>	4; divided between facility and landscaping areas
<b>Additional Information</b>	Free onsite housing is available
<b>Updated</b>	2.9.2017