



Humane Society of Clark County Volunteer Coordinator Internship

The Humane Society of Clark County is now accepting applications for its Volunteer Coordinator Internship for Spring 2022. This internship will be partially on-site at the Society on 627 Walnut Street, Arkadelphia, AR 71923 during the time period of January 31 to Apr 29, 2022. Each intern will be expected to volunteer for a minimum of 10 hours per week. This unpaid internship will give college credit as well as volunteer hours with both Henderson State and Ouachita Baptist Universities.

BACKGROUND

This Humane Society is a no kill animal shelter, specializing in cats, dogs, kittens and puppies. Each of our loving animals are in search of their forever home.

This new internship will allow students the opportunity to learn the ins and outs of coordinating group and individual volunteers as well as strategizing community outreach to ensure consistent cycles of volunteers.

HOW IT WORKS

As a valued member of the Humane Society, the Volunteer Coordinator Intern will have full access to the current volunteer outreach strategy, have free reign with brainstorming for outreach, and be able to create a system to organize and effectively mediate between volunteers and employees.

This intern will be required to work a minimum of 5 hours per week between Monday to Friday during the time of 9 AM to 4 PM. An on-site computer will be made available to

the volunteer, but they are allowed to work remotely if they have proper equipment to effectively do so.

Weekly chats with their supervisor will be scheduled to ensure all questions and suggestions are openly discussed. Weekly reports of progress will be expected during these chats. The intern will also be allowed to create a project of their choosing to give them the opportunity to apply what they have learned in real-life scenarios. These projects can also be associated with any honors thesis they may have.

ELIGIBILITY

Applicants must be:

1. Currently enrolled in university.
2. Must be interested in caring for animals and willing to help if more hands are needed.
3. A demonstrated ability to work effectively independently.
4. Available for 10 hours per week for 2-2.5 hour sessions minimum.
5. Must have some tech-savviness to digitally submit their weekly reports to their supervisor and be available for zoom meetings if needed.

HOW TO APPLY

Interested applicants should email their applications to Humanesocietyclarkcounty@yahoo.com before January 22nd. If accepted, interviews will take place in person the week of January 24th- 26th during business hours.