



Adoption Center: 100 N. 2nd Street · Philadelphia, PA 19106 · 215-238-9901

Low-Cost Spay/Neuter and Wellness Clinic:

2900 Grays Ferry Ave · Philadelphia, PA 19146 · 215-298-9680

Northeast Adoption Center and Low-Cost Clinic:

1810 Grant Avenue · Philadelphia, PA 19115 · 215-545-9600

info@phillypaws.org · www.phillypaws.org

Job Description: High School Intern (Unpaid)

A High School Intern will assist the PAWS staff in taking care of cats residing in our shelter or adoption centers, in order to maintain a happy and healthy population of adoptable pets. The intern will interact with the public on a regular basis and must strive to provide a positive experience for these individuals at all times. An allergy to animals would disqualify a potential intern candidate.

Duties include, but are not limited to:

- Strong communication skills
- The ability to arrive on time, physically and mentally prepared to volunteer
- Understanding basic animal behavior to be able to work hands-on with the animals
- Promoting a humane and caring attitude towards pets and treating all animals with compassion at all times, including those who are sick, injured, feral, or aggressive
- Assisting staff and other volunteers with cat care, including cleaning their living spaces, changing litter, administering medications, and providing other routine care as assigned
- Helping to maintain sanitary facilities at all times to have a clean and presentable space
- Following established procedures governing safe work practices
- Working cooperatively with staff and volunteers
- Other duties as assigned

Specific job skills required:

- Ability to read, write, and understand English (other language proficiency a plus)
- Proficiency in Windows and Microsoft office
- Ability to communicate effectively and be patient with a wide variety of audiences
- Maturity, good judgement, a professional appearance, and a calm, tactful demeanor
- Ability to work independently

Direct Supervisor: PAWS' volunteer coordinator and the manager of the facility where the internship takes place.

Hours: A maximum of 20 hours per week, Monday-Friday (Sundays may also be possible).

To apply: Please email resume and cover letter to hsintern@phillypaws.org.