



Miami-Dade County Animal Services Adoptions Intern Job Description

Miami-Dade County Animal Services (ASD) is one of the largest no kill shelters in the United States. Since 2015, ASD has saved more than 90% of the pets in its care. In addition to serving the community through adoption events, volunteer/foster programs, low-cost spay/neuter services, and pet retention, ASD also safeguards the safety and security of pets through innovative anti-cruelty programs and initiatives.

ASD is seeking a compassionate, energetic, animal-loving and talented adoption counselor intern who will provide assistance to customers entering the shelter for various services.

RESPONSIBILITIES/ REQUIREMENTS

- Greeting and providing assistance to customers with inquiries
- Interacting with potential adopters to aid them throughout the adoption process
- Participating in in-house and off-site special events and outreach campaigns
- Respond to fax, mail and/or email inquiries
- Assist staff in securing spay and neuter appointments
- Working with staff to increase adoptions

LEARNING OBJECTIVES

- Gain interpersonal skills
- Increase ability to adapt and handle a sensitive work environment
- Help animals be placed into a safe environment
- Exercise moral reasoning when faced with an ethical dilemma

EDUCATION, SKILLS AND EXPERIENCE: Candidates should have interest in areas such as customer service, pet adoptions, and outreach. Interns should possess good written and verbal communications skills and computer proficiency. Must be able to handle the emotional aspect of working in an animal shelter environment.

LOCATIONS:

Doral Shelter: 3599 NW 79th Avenue, Doral, FL 33122

Petco Adoption Center: 6200 S. Dixie Highway, Miami, FL 33143

Reports to: Shelter Program Coordinator