

- **Humane Education & Animal Control Internship: (1 position available)**
 - DuPage County Animal Services is accepting applications for a Humane Education & Animal Control Intern to assist experienced education and officer staff in engaging and educating youth and building a community of caring and knowledgeable individuals. The Humane Education & Animal Control Internship is an opportunity for college students looking for experience in: education, program development, communication, animal welfare, and so much more! Interns will have the opportunity to assist and oversee summer camps, do ride alongs with Animal Control Officers, and so much more! This is an ideal position for the individual who is passionate about education, animal welfare, and would like to make a difference in the community.
 - **Commitment:** Interns must be able to commit to a 37.5 hour work week for a minimum of 11 weeks. May include some weekends and holidays.
 - **Preferred Qualities:**
 - Minimum of 18 years of age
 - **Must have previous experience working with children**
 - **Previous animal handling experience required.** Passion for animal welfare
 - Ability to complete detailed tasks as assigned and with required timeframe
 - Excellent decision-making skills
 - Interest in Humane Education & animal welfare
 - Enthusiasm for working with kids and animals
 - Commitment to camp dates – must be available all weeks of camp
 - Excellent communication skills and attention to detail
 - Strong computer skills
 - Ability to bend, lift and work in all types of weather conditions
 - **Responsibilities:**
 - Set up/tear down materials for camp each day
 - Provide general supervision for camp participants
 - Create programs that promote responsible care for animals, respect for animals, and safety around animals. Create materials to serve as teaching aids and distribute education and outreach materials to further the goals of DuPage County Animal Services.
 - Assist with guided tours of the shelter with the possibility of acting as an independent tour guide
 - Participate in community activities to raise awareness of DuPage County Animal Services and services offered.
 - Assist in coordinating and staffing special events that pertain to community education and awareness.
 - Represent DuPage County Animal Services at on- site public speaking engagements for the community. Handle student and teacher requests for information regarding animal behavior and health.

- Documenting adoption/rescue and humane education stories
 - Writing bios for animals on adoption sites
 - Working with staff and volunteers to create and post social media content
 - Animal Control administrative duties
 - Processing bite reports
 - Filing
 - Answering phones
 - Assist officers with field calls
 - Pick up specimens from veterinary hospitals
 - Transport specimens to Chicago lab
 - **Supervision:**
 - Directly supervised by the staff Humane Educator and Lead Animal Caretaker.
 - **Pay:** Interns will earn \$10 an hour. Housing will not be provided.
 - **What Interns Will Take Away:**
 - The history, services, and basic operations of DuPage County Animal Services.
 - Gain a basic understanding of open admission animal shelter operations, animal control, and the laws that govern each
 - Gain professional skills in program development, evaluation and oversight that can be applied to future education and employment
 - How to engage youth using technology, media, and group activities
 - Training in animal care, animal handling, animal body language, and animal welfare.
- **How to Apply:**

To apply all applicants must for through the official Human Resources Department of DuPage County. The following link: <http://www.dupageco.org/hr/> will take you to the Human Resources page. The job that you are applying for is listed as Intern, 9170. When applying please include a cover letter indicating which internship program you are interested in. Please also send an email to HumaneEducation@dupageco.org when you have submitted your application to Human Resources so that our staff can follow up on it.

Once an application is submitted to Human Resources it will be reviewed and sent to Animal Control. Once applications have been received a staff member at DuPage County Animal Services will reach out for a phone interview and to schedule an in-person interview to follow. Applications will be accepted through April 1st. Internships will begin mid-May.
 - **Questions:**

If you have any questions regarding the application, please contact DuPage County Animal Services at Humane.Education@dupageco.org or 630-407-2808 and a staff member will be happy to assist you!