



Job Title: Animal Shelter Admin Asst. Intern (Summer)

Position Type: Internship (Summer)

Location: Fayette County Animal Control

Hours: TBD (Flexible and at least one weekend day)

Overview: The Fayette County Animal Control is seeking a detail-oriented and enthusiastic Administrative Assistant Intern for the summer. This position is ideal for individuals interested in gaining hands-on experience in Animal shelter operations and public service.

Key Responsibilities:

- Answering phones: Ensure that phones are answered promptly and professionally to assist the citizens with help as needed.
- Greet customers: Greet customers and show them to animal areas or assist with business related paperwork.
- Janitorial: Make sure lobby is clean, neat and organized
- Data entry: Assist Officers with data entry for calls for service
- Files and document storage: Assist with organizing files and paperwork as needed
- Additional Duties: Perform other tasks as assigned to support Animal Control operations and enhance visitor experience.

Qualifications:

- Strong attention to detail and organizational skills.
- Ability to follow precise ordinance guidelines and maintain proper material order.
- Comfortable interacting with visitors in a professional and courteous manner.
- Ability to lift and move donations to the storage area and assist donors with unloading.
- Interest in animal shelter operations and community engagement.

Benefits:

- Hands-on experience in an animal shelter setting.
- Opportunity to develop organizational and customer service skills.
- Exposure to animal shelter programming and event coordination.
- A great addition to resumes for students or individuals interested in animal related business or public service.