

# Animal Protection and Education

PO Box 65 Paton IA 50217 • 515.460.7729 • united4ape@hotmail.com



## Internships

Summer internships are from May to August. There are 4 *unpaid* internships (2 clinic support interns and 2 volunteer and adoption coordinator interns) must be available alternating Wednesdays and Fridays with occasional weekends (more often for the volunteer adoption coordinator position). Preference is given to those who have previous volunteered with APE.

To apply please provide the following no later than 8 am on Monday April 6<sup>th</sup>, 2015:

- One to three letters of recommendation
- Resume
- Cover Letter

## Clinic Support

Ability to:

- Reliably get to events
- Work with a variety of animals, especially cats and dogs
- Listen to and follow instructions completely
- Learn quickly
- Effectively listen to and follow instructions completely
- Effectively use a computer with ability to use 10 key or willingness to learn
- Use social media for press releases
- Conduct oneself professionally especially in unpleasant situations

Duties (will be taught):

- Sterilize surgical item via autoclave
- Maintain a sterile field
- Enter data including medical and treatment histories with Avimark software
- Learn about different vaccines and the diseases they protect against
- Take vitals in dogs and cats
- Assist in placement of endotracheal tubes
- Prepare animals for surgery
- Observe animals through recovery
- Take medical history form owners
- Perform a partial physical on animals

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## **Adoption and volunteer coordinator assistant**

### Ability to:

- Reliably get to events
- Work with a variety of animals, especially cats and dogs
- Listen to and follow instructions completely
- Learn quickly
- Effectively listen to and follow instructions completely
- Effectively use a computer with ability to use 10 key or willingness to learn
- Use social media for press releases
- Conduct oneself professionally especially in unpleasant situations
- Provide a digital camera or smart phone capable of both video and photo
- Talk to people to educate them about reducing pet overpopulation

### Duties (will be taught):

- Coordinate volunteers, adoptions, and foster homes
- Maintain adoption- and blog websites
- Research and write educational blog posts
- Enter data including medical and treatment histories with Avimark software
- Learn different types of shelters and rescue groups and their legal requirements in Iowa
- Learn about different vaccines and the diseases they protect against
- Work with fundraising chair to find and obtain new sources of funding
- Coordinate and supervise adoption events including caring for adoptable animals