



## Education Internship

### Overview:

During this internship with Cat Depot, you will assist the Humane Educator with the implementation of Summer Critter Camp. You will assist with educational programming, curriculum development, supervising and working with students, and handling cats.

### General Internship Information:

- Cat Depot offers a three (3) or six (6) week internship, weeks available June 13-July 1 and/or July 11-July 29
- The work week will be Monday-Friday, 7:00am-1:00pm
- We do not provide a stipend
- Interns will complete a four (4) hour orientation on their first day with Cat Depot staff. Interns will receive the organization's Safety & OSHA Manual. Applicable policies will be presented and reviewed.
- A locker for personal items will be available. Interns will also have use of the employee break room with access to a refrigerator, oven, microwave, coffee maker, and silverware.
- Interns will be evaluated by the Director of Communications & Development, along with the Humane Educator
- Individuals should apply at least one (1) month in advance of desired start date

### Requirements:

- At least 18 years old
- Interns will either be currently employed in an educational role, or enrolled full time in a university/college and pursuing a degree in education
- Available for a minimum of 30 hours per week
- Previous experience working with children in a professional setting
- Reliable transportation
- Copy of your health insurance card and/or university/college health coverage
- Ability to communicate effectively and amicably with staff, children, and their guardians
- Wear provided uniform shirt and slacks, each day. No jeans or shorts. Wear non-slip, close-toed shoes
- Abide by all applicable Cat Depot conditions, policies, and protocols
- A positive attitude, excellent work ethic, and ability to conduct oneself as a professional at all times
- Willing and able to pass a background check and fingerprinting

**How to apply:**

- Email letter of intent to [education@catdepot.org](mailto:education@catdepot.org) along with your available weeks, and a copy of your curriculum vitae or resume, and reasons for seeking an internship with Cat Depot
- Reference letter or letter of recommendation written and signed by a member of your university/college
- If approved, we will ask you to:
  - Confirm, in writing, your proposed internship dates
  - Provide any document your college/university will require from us in support of internship completion
  - Contact Cat Depot within one (1) week of sending the above information to confirm receipt and acceptance into our internship program

**About Cat Depot:**

Cat Depot, a non-profit, free-roaming adoption center and rescue, is recognized for its progressive design and commitment to helping homeless, abandoned and injured animals.

Cat Depot's mission is to save lives, find loving homes and provide the resources and education needed to improve the destiny of homeless cats. Cat Depot supports more than 130 cats and kittens on any given day.

Open daily 10 a.m. to 6 p.m. by appointment for adoptions, and clinic. Cat Depot is located at 2542 17th Street, Sarasota, FL 34234. For more information, visit [www.catdepot.org](http://www.catdepot.org).