



## Volunteer Position Description

### CLINIC

**Focus of the job:**

The primary responsibility of the Clinic Volunteer is to provide support to the Clinic Staff of 2 Vets, 1 Vet Tech and 1 Clinic Manager.

**Reports to:** Clinic Manager

**Requirements:** Volunteer Orientation, Cat Level 1 Training, Dog Level 1 Training

**Tasks:**

- Review daily schedule and prepare supplies to be used.
- Assist staff with patients.
- Assist with exams and treatments.
- Closing and cleaning duties for Clinic and Surgery Room.

**Basic skills:**

- Must be able to read, write, listen and communicate effectively.
- Must be able to follow established instructions and protocols.
- Must be organized with good attention to detail.
- Must be able to work with other people.
- Experience with animals a plus (but all training will be provided).

**Physical Requirements:**

- Must be able to stand for long periods of time.
- Must be able to bend at the waist and knee and carry 30 lbs.

**Work Environment:**

- Rapid pace with exposure to potential hazards including animal waste, disinfectants, high levels of noise, potential for animal bites and scratches, diseases that can be transmitted from animals to people.
- A wide variety of cleaners, disinfectants, and medical products are used on a daily basis. Specific instructions will be provided on their appropriate use.

**Time commitment:** Weekly, 3-4 hour shifts for 3-month minimum

**Dress Code:**

Volunteer name badge, volunteer t-shirt or scrubs, long pants, closed-toed and closed-heel shoes.

**Advancement:** Cat Level 2 Training, Dog Level 2 Training