



Clinic Assistant Volunteer Position Description

Reports to: Clinic Manager & Veterinary Staff

Position Summary

The Clinic Assistant Volunteer provides essential support to the Homeward Pet medical team by assisting with daily clinic and surgery operations. This hands-on role includes both animal care and behind-the-scenes tasks that help keep the clinic running smoothly. Volunteers start with foundational responsibilities and may be trained for more advanced duties as their skills and comfort grow.

This is an excellent opportunity for individuals interested in pursuing a career in veterinary medicine or animal welfare.

Responsibilities

Animal Care & Medical Support

- Assist with pre-surgery preparation (shaving, cleaning animals)
- Support with post-operative recovery (monitoring, comfort, supervision)
- Learn and assist with procedures such as nail trims, vaccines, deworming, flea treatment, and ear cleaning (under staff supervision)
- Provide calm, safe animal handling as directed by staff

Clinic Operations

- Clean and disinfect kennels, surgical spaces, and equipment
- Sweep, mop, and maintain sanitation protocols
- Wash and disinfect dishes, tools, and towels
- Restock medical supplies and organize inventory
- Sort and organize donated clinic supplies

Team Support

- Review daily clinic schedule and prepare supplies
- Assist staff with exams, treatments, and routine procedures
- Follow all established instructions, safety protocols, and Fear Free guidelines

Qualifications

- Must be **18+** (17 considered with strong interest in veterinary career path)
- Comfortable around cats and dogs of all sizes and temperaments



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- Not squeamish- exposure to medical procedures, including surgeries, is expected
 - Able to read, write, and communicate clearly and follow detailed instructions
 - Physically able to lift 30 lbs, stand for long periods, bend, and move in a fast-paced environment
 - Reliable, punctual, and detail-oriented
 - Veterinary/animal experience helpful, but **not required** (all training provided)

Training & Advancement

- Must complete Volunteer Orientation, Cat Level 1 Training, and Dog Level 1 Training
- Initial tasks include cleaning, restocking, and sanitation; additional responsibilities may be added as comfort and skills develop
- Ongoing training and mentorship provided by clinic staff

Time Commitment

- Weekly shifts (minimum of one shift per week)
- Shifts are typically **3–4 hours** in the morning or afternoon
- Minimum commitment: **4–6 months** preferred

Work Environment

- Fast-paced, high-volume clinic environment
- Exposure to animal waste, disinfectants, loud noise, and potential bites/scratches
- Frequent use of cleaners, disinfectants, and medical products (training provided)