



Volunteer Job Description - Clinic Assistant-Supply Prep

Focus of the Job: The primary responsibility of the Clinic Assistant is to help clinic staff with duties as needed depending on their experience level.

Reports to: Clinic Manager, Shelter and Clinic Operations Manager, and Volunteer Supervisor.

Training Requirements:

- Orientation
- Shelter Training
- Customer Service Experience
- Additional training may be required to do additional tasks in the clinic

Tasks:

- Administrative assistance duties as needed
- Prepping materials for the clinic

Physical Requirements:

- Must be able to carry at least 10 pounds
- Must not be allergic to dogs or cats
- Must not be squeamish

Work Environment:

- Fast paced environment with potential for animal bites and scratches
- Experience with animals a plus (but all training will be provided)
- Frequent exposure to blood, needles, and other medical situations

Shift Rules:

- Read all signs on clinic doors before entering and follow all instructions
- Wristbands must be worn by volunteers at all times and must be visible to Humane Society staff
- Volunteers may not schedule another shift in any other department on the same day that they are scheduled to be a clinic assistant
- Volunteers are not allowed to engage in conversation that can be perceived as giving advice or practicing medicine

Dress Code: This job follows regular dress code of denim jeans covering ankles, sneakers, and volunteer shirt. It is recommended to wear a long-sleeved shirt under volunteer shirt to protect your arms whenever interacting with animals.