



VOLUNTEER JOB DESCRIPTION

VET TECH VOLUNTEER SHELTER/CLINIC

GENERAL DESCRIPTION

Reports to: Vet team

Supervisor: Volunteer Department

Our Vet Tech Volunteers assist vet staff in getting day to day tasks done. On days our vaccine and wellness clinic is open the volunteers assist with the clinic which provides the public low cost vaccines/care. Through the low costs and occasional grants, we are reaching a demographic that is underserved. Vet Tech Volunteers get valuable hands on experience in a shelter medicine environment. This position works closely with other Vet Tech Volunteers, the vet Team as well as the Volunteer Department.

Vet Tech Volunteers must wear scrubs for their volunteer shifts.

SCHEDULE

Vet Tech Volunteers have a set schedule with one or more weekly shifts, which is set usually at the end of a semester for the upcoming semester. The schedule is based on all volunteers' availability, and set by the Volunteer Department.

TRAINING REQUIRED

Volunteers must go through an info session, as well as both Dog and Cat Orientation. 25 volunteer hours between the two areas are required to become a vet tech volunteer.

Once a vet tech volunteers – all training is one-on-one with an employee or experienced volunteer.

RESPONSIBILITIES AND DUTIES

- **You play a huge role in keeping our shelter and vaccine and wellness clinic running.**
- Hold/restrain animals for medical exams and procedures.
- Administering medications to shelter animals and potentially vaccines and blood draw for heartworm and FIV/FelV tests (after being trained).
- Obtaining medical data from clients and fosters.
- Filling prescriptions.
- Checking in clients for wellness.
- Filing/entering paperwork.
- Cleaning medical equipment as well as medical areas.
- Restocking as necessary.
- **Provide exceptional customer service during our business hours.**

QUALIFICATIONS AND EXPERIENCE



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- Must have an interest in the field.
- Must be reliable and able to commit to a weekly schedule for the entire semester.
- Must love working around animals.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Must be in good health. Any allergic condition that would be aggravated from exposure or through contact with animals or chemicals used to sanitize facilities, vehicles or equipment, is a disqualification.
- By nature of the job, there is occasional exposure with dead, injured, sick, unruly, vicious, and/or dangerous animals in addition to exposure to parasites and infectious diseases.
- Must be willing and able to perform all duties including cleaning listed above.