



VOLUNTEER JOB DESCRIPTION

VET TECH VOLUNTEER FOSTER

GENERAL DESCRIPTION

Reports to: Foster Department

Supervisor: Volunteer Department

Our Vet Tech Volunteers help out in a key department at the Humane Society of North Central Florida. Thanks to our amazing community of fosters, we often have around 300 animals in foster care at any one time. Vet Tech Volunteers assist our Foster Department with coordinating our foster program by helping them run the foster office and by providing basic vet services to foster animals. This position works closely with our foster coordinators, animal care team, and vet team.

SCHEDULE

Vet Tech Volunteers have a set weekly schedule which includes one or more shifts that are determined by the Volunteer Department and the volunteer, based on availability, and the Foster Department's needs.

TRAINING REQUIRED

To be considered for this position, volunteers must have gone through both a cat and dog volunteer orientation to get familiar with the shelter operations and layout. Once this is completed, volunteers may reach out to the Volunteer Department about joining the Vet Tech Volunteer - Foster team. After setting up a weekly schedule, volunteers will receive both one-on-one and on-the-job training during their volunteer shifts.

RESPONSIBILITIES AND DUTIES

- **You play a huge role in keeping our busy foster program running smoothly and keeping our foster animals healthy and happy!**
- Greeting and assisting fosters when they enter through the foster lobby.
- Restocking supplies in the foster lobby and office.
- Helping to keep the foster lobby clean and safe for animals and humans entering.
- Assisting with and performing routine vaccinations and basic vet services during foster vet appointments.
- Assisting foster coordinators with sending animals out into foster homes.
- Maintaining communication with and assisting the vet team in foster vet appointments.
- Assist with other tasks as needed.
- Duties and tasks are subject to change per foster department's and shelter needs.



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QUALIFICATIONS AND EXPERIENCE

- Must love working around animals and be comfortable handling both dogs, cats, and other animals.
- Must have great people skills, and be comfortable talking to people in person.
- An interest in shelter medicine is preferred but not required.
- Some experience with routine vet services and administering vaccines is preferred but not required.

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 to work in a fast-paced environment.
- Must be willing and able to perform all duties including cleaning listed above.