



Title: Office Assistant

Profile: Last year alone, our clinic saw over 17,000 vaccine and wellness visits and performed over 10,000 spay/neuter surgeries. Needless to say, we go through a lot of materials. We rely on volunteers to help us prepare specific items we use on a daily basis to help our clinic run smoothly.

As an Office Assistant, you will:

- Help with a variety of tasks that include, but are not limited to; putting together e-collars for surgery patients, preparing rabies tags, popping syringes, preparing cage cards and so on.

Requirements:

- Must be 13 years or older and accompanied by an adult if under 18.

Required Training:

- New volunteer orientation.
- Train with current volunteer or staff member.

Schedule:

- Commit to a consistent weekly volunteer schedule.
- Monday through Thursday.
- Timing is flexible, whenever the clinic is open.

Dress Code: Volunteers are expected to wear sensible attire while volunteering. This includes closed-toed shoes; such as tennis shoes, and clothing that can be easily laundered.

Support: In addition to the above training, Christie Ruark, our Volunteer & Outreach Coordinator, will be available to answer questions.

Volunteer Name (print): _____

Volunteer Signature: _____

Date: _____