



Spay/Neuter Clinic

There is mandatory orientation for all volunteers.

Major Objective: Strong desire to help animals.

Responsibilities:

- Assist clinic staff with duties as assigned.
- Clinic setup and/or cleanup.
- Instrument cleaning, sterilization using autoclave, and repacking.
- Laundry.
- Great customer service skills.
- Courtesy reminder phone calls to clients scheduled for an appointment to clinic.
- General office duties including but not limited to: filing, typing, mailing, answering telephones.
- Prepare syringes for vet techs.
- Animal handling skills.

Training:

- Complete Volunteer Application
- Interview with Volunteer Coordinator
- Attend Volunteer Orientation
- Specialized training with clinic supervisor and/or volunteer coordinator.

Commitment:

- Volunteer a minimum of 8 hours a month participate in the program for one year, read and follows SOP, always checks in and out on the sign in sheet.

Supervision:

- Direct supervision by clinic supervisor and/or volunteer coordinator.