



VOLUNTEER POSITION DESCRIPTION PROGRAMS & SERVICES

TITLE:

Vaccine Clinic Volunteer PS-VCV

MAJOR OBJECTIVE:

To provide the community with low-cost vaccinations for their pets while promoting responsible pet ownership, wellness.

RESPONSIBILITIES:

1. Greet customers
2. Provide them with necessary paperwork and help them fill it out, if needed
3. Enter client information into the database

QUALIFICATIONS:

1. Comfort working with dogs & cats
2. Dedication to the center's philosophies
3. Good customer service skills
4. Minimum 16 years of age

TRAINING:

1. Attend MSRPAC's volunteer general informational session and round robin dog socialization session
2. Two shadowing sessions with a qualified volunteer or staff member
3. Learn and memorize vaccine protocols
4. Interview with Volunteer Services Manager or designee

TIME AND PLACE:

Spay/Neuter Clinic, Saturdays 8:45am – 12:00pm

COMMITMENT:

One vaccine clinic per month for six months

SUPERVISION:

Direct supervision by Wellness Coordinator, Adoption Counselor on site. Indirect supervision by the Volunteer Services manager or coordinator.

BENEFITS:

1. Continuing Education
2. Recognition events
3. Volunteer newsletter
4. 10% discount at Critter Corner Pet Store
5. Personal fulfillment
6. Licks, wags and purrs!