



VOLUNTEER POSITION DESCRIPTION PROGRAMS & SERVICES

TITLE:

Vaccine Clinic Volunteer Receiver

MAJOR OBJECTIVE:

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

RESPONSIBILITIES:

1. Accept paperwork from guests
2. Writes in rabies vaccine information on accepted paperwork
3. Signs guests in, in the order that paperwork is received
4. Checks paperwork for completeness and asks guests to rectify incomplete paperwork.

QUALIFICATIONS:

1. Comfort working around 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
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!