



## **VOLUNTEER POSITION DESCRIPTION PROGRAMS & SERVICES**

### **TITLE:**

Vaccine Clinic Volunteer - Data Entry

### **MAJOR OBJECTIVE:**

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

### **RESPONSIBILITIES:**

#### **First shift**

1. Inputs paperwork information into Clinic HQ
2. Checks paperwork for completeness
3. Answer basic questions and refers quests to staff advanced questions

#### **Closing shift**

1. Assists staff entering payment information based on paperwork
2. Tidy up after Vaccine Clinic
3. Other duties as assigned

### **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 (First Shift)  
12:00 pm-2:00pm (Closing Shift)

### **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!