



YourSPCA.org || 300 Harlem Road  
716.875.7360 || West Seneca, NY 14224

## VOLUNTEER JOB POSTING

**POSTING DATE:** 7/08/2021

**LOCATION:** The SPCA's Lipsey Clinic

**END DATE:** Until filled

**POSITION AND DEPARTMENT:** Lipsey Clinic Assistant

**COMMITMENT:** High (same weekday year-round)

### JOB DESCRIPTION

The Lipsey Clinic Assistant assists Lipsey Clinic Staff with daily veterinary office operations such as greeting clients and receiving or delivering patients, assisting with doctor exams, cleaning and restocking as needed, and clerical work (such as copying and filing). This position has openings 8 a.m. to 5 p.m. on Monday, Tuesday, Thursday and Friday.

#### Principle Duties and Responsibilities

- Greeting client and patient upon entry and triaging their needs
- Assisting with patient check-in, weighing dogs and/or carrying cat carriers
- Cleaning and restocking exam area between patients
- Communicating patient needs to Lipsey Clinic staff
- Commitment to mission, values, goals, and success of the SPCA Serving Erie County.

#### Requirements

- Ability to stand for long periods of time, and bend and lift at least 40 pounds
- Medical or veterinary experience preferred, but not required
- Must be comfortable with handling sick or injured animals
- Exceptional customer service and empathy skills a must
- Exceptional kindness to all animals, guests, volunteers, and staff per our core mission.
- Willingness to work with and respectfully communicate with all staff and volunteers.

#### How to Apply

No phone calls, please. Interested parties may email Shauna, [ShaunaG@yoursPCA.org](mailto:ShaunaG@yoursPCA.org).

UPDATED 07/02/2021 SG KLD