



VOLUNTEER JOB POSTING

POSTING DATE: 8/27/2019

LOCATION: SPCA Lipsey Clinic

END DATE: Until filled

POSITION/DEPARTMENT: LMU Assistant

COMMITMENT: Monday – Friday, 8 a.m. – 1 p.m., Same day and time each week

Job Description

Assist SPCA veterinary technicians and Lincoln Memorial University fourth-year veterinary students with duties involving dogs and cats who are being spayed/neutered that morning.

Principle Duties and Responsibilities

- Accompany LMU fourth-year veterinary students in shelter to retrieve cats/dogs for spay/neuter surgeries in the Lipsey Clinic
- Ensure appropriate signage is placed on animals' kennels
- Show students where supplies/equipment related to surgeries are in the Lipsey Clinic
- Obtain supplies/medications from and return to SPCA shelter infirmary
- Clean/disinfect preparation and surgery rooms in Lipsey Clinic after surgeries
- Show students where to return laundry, garbage, surgical packs to shelter after surgeries
- Input medical information into animal's computerized record
- Commitment to the missions, values, goals, and success of the SPCA Serving Erie County

Requirements

- Basic computer knowledge, keyboarding ability
- Ability to reach, bend, lift 20 pounds
- Comfort with handling cats and dogs
- Willingness to work with and respectfully communicate with all staff and volunteers.
- Exceptional kindness to all animals, guests, volunteers and staff per our core missions.

How to Apply

Please contact Barbara Frazier, LMU volunteer coordinator, at barbf@yoursPCA.org or 716-875-7360 ext. 217.