



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

VOLUNTEER JOB POSTING

POSTING DATE: 9/12/2019

LOCATION: SPCA, Lipsey Clinic

END DATE: Until filled

POSITION AND DEPARTMENT: Lipsey Clinic Assistant

COMMITMENT: High (same weekday year-round)

Job Description

The Lipsey Clinic Assistant volunteers assist Lipsey Clinic Staff with daily veterinary office operations such as greeting patients, loading examination rooms, cleaning and restocking as needed, and clerical work (copying and filing). This position has openings from 9 a.m. – 5 p.m. on Mondays, Wednesdays, and Fridays.

Principle Duties and Responsibilities

- Greeting clients and patients upon entry and triaging their needs
- Assisting with patient check-in, weighing dogs and/or carrying cat carriers
- Clean and restock exam rooms between patients
- Communicate 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 and/or injured animals
- Exceptional customer service and empathy skills a must
- Exceptional kindness to all animals, guests, volunteers, and staff per the SPCA's 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.

UPDATED 09/10/2019 SG KLD