



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

Volunteer Job Posting

Posting Date: 01/01/2022

Position and Department: Foster Care Assistant in the Foster Care Department

Commitment: High, same day and time each week

Job Description

Foster Care assistants will complete tasks that improve efficiency of Foster Care staff including client interaction, cleaning, and restocking of animal supplies and clerical duties. Volunteer must be able to serve at least two 4-hour shifts per week. Shifts are available 9 a.m. to 4 p.m. Monday through Saturday.

Principle Duties and Responsibilities

- Assembling kits for first time foster caregivers.
- Assisting vet techs with exams and routine updates.
- Clean and restock foster care supplies.
- Assist foster caregivers with loading animals and supplies
- Communicate needs of animals and foster caregivers to Foster Care staff and Infirmary staff.
- Process necessary paperwork for exams and surgery appointments.
- Commitment to mission, values, goals, and success of the SPCA Serving Erie County.

Requirements

- Ability to stand, 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 at ShaunaG@yoursPCA.org.