



Volunteer Job Description (Unpaid)

## Position Title: Vet Clinic Volunteer

Location: Kent Shelter

**JOB OBJECTIVES:** To provide cleaning services and logistical support to the Vet Clinic staff.

**REPORTS TO:** RASKC Volunteer Program Manager. Other RASKC staff and designated volunteers may also provide supervision.

### QUALIFICATIONS AND SPECIAL SKILL REQUIREMENTS:

- Standing with frequent bending, kneeling, stooping, and reaching
- Lifting and carrying heavy items, i.e. bags of towels and garbage
- Exposure to active surgery, handling items that may be contaminated with blood and tissue, handling needles or other sharp objects
- Willingness to work independently
- Attention to detail
- Generally available only for adults (18 years and older)
- Not eligible for court-ordered community service
- *Note: preference may be given to currently active volunteers with exceptional performance*

### PRIMARY JOB DUTIES:

1. Cleaning & wrapping surgical instruments
2. Laundering gowns, surgical laundry, and blankets
3. Cleaning empty cages
4. Cleaning up urine/feces/vomit as needed
5. Scrubbing the prep table and surgical table, sinks, and other work surfaces
6. Removing garbage, recycling, and soiled towels
7. Sweeping and mopping
8. Replenishing supplies
9. Taking dogs out for a short walk, especially prior to surgery

### TIME COMMITMENT:

- 50 hours or about 16 shifts (or 3 hours every week for four months).

### TRAINING & ASSESSMENT:

- New volunteer orientation
- On the job training provided

### **NOTE: This volunteer position does not allow for the following, unless explicitly authorized by Vet Clinic staff:**

- No touching or handling any animals unless explicitly authorized by Vet Clinic staff
- No feeding any animals unless explicitly authorized by Vet Clinic staff
- No administering medication to any animal

Updated: 07/26/2021