

Microchip and Vaccine Clinic Assistant

Reports to: Volunteer Coordinator

Position Function & Organizational Impact:

- Increase awareness of Yakima Humane Society and our mission

Time Commitment and Location of Work:

- Yakima Humane Society, with the possibility of attending off site clinics

Goals:

- Assist staff
- Provide expertise and support to ensure success of the event

Core responsibilities:

- Assist staff as requested, including but not limited to:
 - Preparing vaccines
 - Distributing flyers
 - Setting up tables and chairs
 - Facilitating payments
 - Passing out paperwork; sign-ups and sign-ins
 - Directing people to appropriate lines
 - Restraining dogs and cats for veterinarian
 - Writing out rabies certificates
 - Teardown and cleanup after clinic

Qualifications/Requirements:

- Warm, friendly, enthusiastic personality
- Comfortable around cats and dogs
- Ability to stand for long periods at a time
- Ability to follow specific instructions from staff
- Enjoys engaging with Yakima Humane Society visitors, volunteers, and staff
- Commitment to the philosophy of Yakima Humane Society's practices and policies
- Must be at least 16 years of age to volunteer for this position
- Track and input hours worked into the Yakima Humane Society database
- Regular access to email to receive updates