



LARIMER HUMANESOCIETY

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Veterinary Services Administrative Volunteer

Major Objective: To assist Veterinary Services with daily administrative duties.

Duties:

- Entering post-adoption exam forms from clinics
- Logging departmental purchases within the department
- Creating new forms and signage
- Scanning documents

Training:

- Attend Volunteer Orientation
- Interview with Veterinary Services Department representative
- Attend Veterinary Services Department orientation
- Train with the department volunteer supervisor or an experienced department volunteer as assigned

Commitment: Veterinary Services Administrative Volunteers must commit to one two-hour shift per week for a minimum of six months.

Volunteer Profile: Must be 18 years or age or older. Attention to detail, confidentiality and informational sensitivity are a must. Must be well versed in Word and Excel and able to properly use the scanner. The volunteer must understand the realities of an open admission shelter including the practice of humane euthanasia. Must be able to remain quiet, work independently, handle a stressful environment, and respond quickly when instructed. Must maintain a mature and respectful attitude at all times.

Volunteer Benefits:

- Gain practical veterinary administrative experience
- Gain knowledge of shelter veterinary procedures and operations

Supervision: Direct supervision by Supervising Veterinarian, or Veterinary Technicians.