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[www.nocohumane.org](http://www.nocohumane.org)

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## Veterinary Services Administrative Volunteer

**Description:**

Vet Services provides individualized veterinary care to all animals currently at Larimer Humane Society. There are also many administrative duties that come with Vet Services that are necessary for insuring accurate record keeping and monitoring of the animals.

**Objective:**

To assist Vet Services with daily administrative duties. This is a non-animal handling position.

**Supervision:**

Directly reports to Veterinary Technicians and the Supervising and Shelter Veterinarians

**Requirements:**

Vet Services Volunteers must be at least 18 years of age

Volunteers must complete a national criminal background check and sex offender search

**Volunteer Commitment:**

Vet Services Administrative Volunteers must be able commit to a minimum of 2 hours per week for a minimum of six months.

**Working Conditions:**

All volunteer work will be performed in the animal shelter setting. There is a potential for exposure to zoonotic diseases and cleaning chemicals. Potential for sedentary desk work the duration of shift.

**Training:**

- ☐ Attend a Volunteer Orientation
- ☐ Interview with a Veterinary Technician
- ☐ Attend Non-Animal Handling Training and shelter tour
- ☐ Attend Veterinary Services Department Orientation
- ☐ Attend on the job first shift training

**Duties:**

- ☐ Entering post-adoption exam forms from clinics
- ☐ Logging departmental purchases within the department
- ☐ Creating new forms and signage
- ☐ Scanning documents
- ☐ Must be well versed in Microsoft Word and Excel and able to operate a computer

**Dress Code:**

- ☐ Green volunteer t-shirt
- ☐ Closed-toe shoes
- ☐ Pants

**Department Contact Information:**

[vsvolunteers@nocohumane.org](mailto:vsvolunteers@nocohumane.org)

(970) 226-3647 ext. 3500