



Dane County Humane Society Volunteer Position Description

Job Title: **ANIMAL MEDICAL SERVICES (AMS) ASSISTANT**

Reports to: AMS Operations Assistant

Trained By: Trained Staff and Volunteers

Scope of Position: This position supports Dane County Humane Society's mission and core values by assisting veterinary staff with the care of animals recovering from injury and/or illness, surgical recovery, sterilizing surgical equipment, and general clinic assistance.

Duties and Responsibilities:

8:00am-10:00am shift:

- Cleaning cages, daily feeding and providing TLC to animals housed in AMS ICU areas
- Restock ICU and surgical prep areas
- Clean, pack and sterilize surgical equipment
- Care for animals recovering from surgery (9:30-10:00am)

10:00am-12:00pm shift:

- Clean, pack and sterilize surgical equipment
- Laundry
- Surgical clean up
- Care for animals recovering from surgery

12:00pm-2:00pm shift:

- Continue to clean, pack, and sterilize surgical equipment as needed
- Provide TLC to animals housed in AMS ICU areas
- Stocking, cleaning, and general clinic assistance
- Laundry

Requirements:

- Must be at least 18 years of age
- Basic experience handling dogs and cats
- Reliable attendance and ability to work independently required
- Have high-level English reading, writing, spelling and communication skills
- Have the ability to understand, remember and follow instructions and procedures; and the ability to ask questions when appropriate
- Friendly and positive attitude
- Ability to squat, bend, twist, lift or stand for up to two hours
- Acceptance based on successful interview with AMS staff

Training, Schedule, and Commitment:

- Attend at minimum 2 training sessions with a senior AMS Assistant prior to working independently
- Participate in ongoing evaluation program
- Available shifts: Monday through Friday: 8:00am-10:00am, 10:00am-12:00pm or 12:00pm- 2:00pm
- Consistent attendance required. There are procedures in place if you need time off due to illness, vacation, work or other causes. Our expectation is that you will make up any missed time.
- Commitment of one (1) two-hour shift worked per week for a minimum of six (6) months.