

Job Description

Role:	<i>Clinic Admin</i>
Reports To:	<i>Volunteer Coordinator</i>
Supervises:	<i>Not applicable</i>
Classification:	<i>Volunteer</i>

York County SPCA Purpose:

The York County Society for the Prevention of Cruelty to Animals (SPCA) is a charitable organization dedicated to providing long-term human and animal services to residents of York County through programs that find permanent, loving homes for displaced and stray animals, help control animal population growth, investigate, and prosecute cruelty offenders and educate the general public about animal wellness and safety.

Position Overview:

The Clinic Admin is vital in supporting the clinic in providing low-cost, high-quality spay/neuter services for dogs and cats in the community. Clinic volunteers are crucial to helping the clinic staff manage the number of clients they get by helping manage client paperwork. In 2022, the clinic completed a record 10,000 spay/neuter surgeries, and their goals are only increasing. Without volunteer support, this goal is nearly unattainable. The clinic is open Mondays through Fridays only (no weekend opportunities available).

- The Clinic Admin role offers flexible working hours, depending upon the type and amount of work that needs to be completed at a given time.

Essential Functions:

- **Filing and documentation:** Organize and maintain various administrative documents and files, ensuring they are easily accessible to staff.
- **Maintain office supplies:** Keep an inventory of office and medical supplies, recommend supply orders to staff, and ensure the clinic is well-stocked.
- **Inventory management of TNR supplies:** Regularly monitor, maintain, and replenish the stock of TNR signage and forms for customers to ensure supply is available every weekday morning.

Education and Experience:

Required:

- Must be 18 years of age or older.
- Must have reliable transportation to and from the shelter.
- Must attend YCSPCA New Volunteer Open House, Orientation, initial training, and any future training required by the volunteer coordinator.
- Volunteers are required to carefully review and consent to the guidelines outlined in the volunteer handbook, including, but not limited to, social media communication and interaction guidelines.

Preferred:

- Prior experience in an office setting or administrative role.
- Strong attention to detail.
- Experience with in-person customer service.

Skills and Abilities:

- Possesses a strong passion for the York County SPCA's mission.
- Must be able to responsibly volunteer alone, or with the support of another adult who has also gone through Volunteer training.
- Effective verbal communication with other volunteers and staff.
- Strong organizational skills and attention to detail.
- Works efficiently without shelter staff supervision.

Working Conditions and Expectations:

- Comfortable with the unique aspects of working with animals, including their natural odors and excrements, the possibility of animals experiencing medical conditions, the chance of minor bites and scratches, and exposure to moderate noise levels.
- Volunteers will be expected to sign up for shifts, log their hours, complete training, communicate with other volunteers and staff, etc., using a digital database that is accessible via computer and/or cellular application, which they will receive training for

Benefits:

- The satisfaction of making a positive difference in our community by assisting the clinic staff to exceed their goals of controlling the overpopulation of community cats and assisting other community animals.
- A chance to improve your knowledge about the York County SPCA.
- The opportunity to build connections with fellow animal lovers through a fulfilling experience.

Physical Requirements:

- Must be able to stand, walk, sit, talk, hear, stoop, bend, squat, kneel, grasp, grip, lift over 40 pounds, and put fingers together firmly. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.