

<b>2017</b>	<b>Clinic Administration</b>	<b>Managers</b>
Effective: 4/17 Review Date: 4/18		Approved by: VPM




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## Volunteer Role Description

**Title:** Medical Services Transportation Volunteer

**Department:** Medical Services

**Reports To:** Director of Medical services /Medical Services Administrative Assistant/Volunteer Program Manager

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**Function:**

The Transport Volunteer assists with the transportation of animals in need of surgery, medical consults or other medical needs of the clinic. This position is responsible for picking up and dropping off surgical patients at the referral hospitals and maintaining communication between PAARL and the referral hospital regarding transport.

**Specific Requirements:**

- Must possess valid applicable driver's license
- Must have good driving record
- Ability to comfortably speak on the telephone and leave voicemail messages when necessary.
- Ability to commit to a flexible schedule which may vary weekly.
- Safe and knowledgeable driver with a detailed knowledge of rules and regulations that apply to shelter vehicles and Florida motor vehicle law
- Considerable knowledge of all applicable federal, state, county and city animal welfare regulations
- Considerable knowledge of shelter practices and procedures

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**Skills:**

- Perform tasks efficiently and with accuracy.
- Ability to be diplomatic and informative.
- Bilingual a plus.

**Qualifications:**

- Must be computer literate.
- Ability to lift 25+ lbs.
- Comfort with dogs and cats all sizes and breeds.
- Ability to stand for length of shift.
- Good customer service skills.
- General knowledge of animal care and keeping is preferred.

**Expectations:**

- Expect to adhere to an agreed upon schedule. (Mon-Fri. 8am-12pm, varies)
- Contact Supervisor if he/she can not fulfill said schedule or will be late.
- Ability to work well with clients, staff and other volunteers.

**Training Curriculum:**

- Volunteer Open House and interview with Volunteer Program Manager.
- 'On the job' training with a member of the Clinic Administrative team.
- Canine Education and Feline Education Training (provided by League).

**Department Operating Hours & Communication:**

- Monday throughsaturday 8am-6pm.
- Communication maintained by Clinic Administrative team and the Volunteer Program Manager.