



# Clinic Attendant

Heaven Can Wait Animal Society

## At a Glance

### Duties

Duties may include:

- Cleaning and sterilization of surgical packs and other equipment.
- Laundry, sweeping, mopping, and kennel cleaning.
- Set up for and assist with patient recovery post-anesthesia.
- Cleaning/moving cat traps.
- Set up and clean examination rooms, surgical prep room, and other clinic areas.
- Cleaning/sterilizing front and back of clinic as needed.

### Qualifications

- Volunteer must be 16 or older. Minors need a parent or guardian present to sign the liability form on their first shift.
- Minors cannot assist with animal handling.
- Dependable attendance is required.
- Any allergies to animals must be controlled through medication.
- Close attention to detail and thoroughness is vital.
- Some duties may require the ability to lift up to 40lbs, walk, squat, bend, stand, and reach.
- Visual acuity sufficient to maintain accurate records, recognize people, and understand written directions.

### Directions

All Heaven Can Wait volunteers will be working together with an established team to foster an environment of support, compassion, and advocacy for our city's animals.

All volunteers are required to:

- Wear closed-toed shoes and comfortable clothes you can easily move around in.
- Sign the Volunteer Liability Waiver and Release Agreement.
- Review, understand, and sign, or have your legal guardian sign, the Heaven Can Wait Animal Society Volunteer Handbook.

### Characteristics

#### Skills

Animal Handling

Data Entry

Team Management

Customer Service

Janitorial / Sanitation

Veterinary Field

### Coordinators for this Assignment

- Kelly Sheehan

Email: [ksheehan@hcws.org](mailto:ksheehan@hcws.org)

Cell: (702) 582-6169

#### Site / Place:

Spay & Neuter Clinic / Treatment

#### Minimum Age:

16

#### Address and Contact Info:

546 N Eastern Ave

175

Las Vegas, NV 89101

(702) 655-4800 (Work)

(702) 582-6169 (Cell)

<https://heavencanwaitlv.org/>



# Event Assistance

Heaven Can Wait Animal Society

## At a Glance

### Duties

We require staff to assist with fundraising and friend-raising events as needed. Events may happen during business hours, in evenings, or on weekends. Duties may include:

- Assist in education of guests about Heaven Can Wait and their programs/opportunities.
- Check-in of attendees.
- Ticket / product sales.
- Set-up and tear-down of booth and promo materials.
- Distributing hand-outs, flyers, or gift bags.

### Qualifications

- Volunteer must be 16 or older. Minors need a parent or guardian present to sign the liability form on their first shift.
- Minors cannot assist with animal handling.
- No formal qualifications are necessary.
- People skills are a plus for customer service needed.

### Directions

All Heaven Can Wait volunteers will be working together with an established team to foster an environment of support, compassion, and advocacy for our city's animals.

All volunteers are required to:

- Sign, or have your legal guardian sign, the Volunteer Liability Waiver and Release Agreement.
- Review, understand, and sign, or have your legal guardian sign, the Heaven Can Wait Animal Society Volunteer Handbook.

### Characteristics

#### Skills

Customer Service  
Outreach / Events

Janitorial / Sanitation  
Team Management

### Coordinators for this Assignment

- Kelly Sheehan  
Email: [ksheehan@hcws.org](mailto:ksheehan@hcws.org)  
Cell: (702) 582-6169

#### Site / Place:

Admin & Programs /  
Outreach

#### Minimum Age:

16

#### Address and Contact Info:

546 N Eastern Ave  
175  
LAS VEGAS, NV 89101

<https://heavencanwaitlv.org/>



# Receptionist

Heaven Can Wait Animal Society

## At a Glance

### Site / Place:

Spay & Neuter Clinic /  
Reception

### Minimum Age:

16

### Address and Contact Info:

546 N Eastern Ave  
#175  
Las Vegas 89101

(702) 655-4800 (Work)

(702) 582-6169 (Cell)

<https://heavencanwaitlv.org/>

## Duties

Duties may include:

- Cleaning/sterilizing/moving cat traps.
- Cleaning/sterilizing front and back of clinic as needed.
- Engaging clients in a courteous and helpful manner.
- Answering client questions in-person and over the phone.
- Ensuring correct check-in and check-out procedures are followed.
- Relaying general knowledge of Heaven Can Wait's goals and programs.

## Qualifications

- Volunteer must be 16 or older. Minors need a parent or guardian present to sign the liability form on their first shift.
- Minors cannot assist with animal handling.
- No formal qualifications necessary but must have customer service skills.
- Spanish speaking is a plus.

## Directions

All Heaven Can Wait volunteers will be working together with an established team to foster an environment of support, compassion, and advocacy for our city's animals.

All volunteers are required to:

- Wear closed-toed shoes and comfortable clothes you can easily move around in.
- Sign, or have your legal guardian sign, the Volunteer Liability Waiver and Release Agreement.
- Review, understand, and sign, or have your legal guardian sign, the Heaven Can Wait Animal Society Volunteer Handbook.

## Characteristics

### Skills

Animal Handling

Computer Skills

Customer Service

Data Entry

Janitorial / Sanitation

Microsoft Office

Reception

Scheduling

Team Management

Veterinary Field

## Coordinators for this Assignment

- Kelly Sheehan

Email: [ksheehan@hcws.org](mailto:ksheehan@hcws.org)

Cell: (702) 582-6169