



Clinic Attendant

Assignment Description Sheets

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.
- Surgical pack cleaning will involve handling and cleaning used instruments. Volunteers must use caution and be okay with cleaning blood.
- 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.

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

Availability needed:

Ongoing

Volunteers serve up to:

0 hours

Minimum Age:

16

Address and Contact Info:

546 N Eastern Ave

175

Las Vegas, NV 89101

(702) 655-4800 (Work)

(702) 582-6169 (Cell)

volunteer@hcws.org



Event Assistance

Assignment Description Sheets

At a Glance

Volunteers serve up to:

0 hours

Minimum Age:

16

Address and Contact Info:

546 N Eastern Ave

175

LAS VEGAS, NV 89101

volunteer@hcws.org

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