

Aggieland Humane Society - Job Description Spay/Neuter Associate (Part-Time)

REPORTS TO: Chief Veterinarian, Animal Health Manager, Lead S/N Technician

EXEMPT/NON-EXEMPT: Non-exempt

Summary

Serve in all aspects as needed in the Aggieland Humane Society high volume, high-quality spay/neuter program to ensure success and maximize community impact. This includes data collection and entry, scheduling, opening and closing procedures, managing appointments, and other duties as assigned. This position will remain flexible and adaptable to best suit the needs of the S/N program operations.

General Duties

- Follow protocols and standards of care set forth by the Aggieland Humane Society and Chief Veterinarian.
- Maintain a professional and courteous demeanor at all times while working with shelter staff, volunteers, interns, and community members.
- Completion of tasks related to surgical prep, including but not limited to: creating surgical packs, collecting necessary supplies, administrative paperwork, collecting payment, preparing medications, etc.
- Interfacing with the public for surgical intake procedures, ensuring pets are eligible for S/N services.
- Complete data entry with superior attention to detail and accuracy to track all parameters of the S/N program.
- Enter clients and patients into scheduling software.
- Field calls and inquiries from the community about the S/N program, scheduling, requirements, and more.
- Carrying the after-hours phone and responding to questions from clientele about surgery complications with coordination of attending veterinarian.
- Supervising volunteers who assist with the spay/neuter team.
- Other duties as assigned.

Education/Experience

- High school diploma or equivalent, required.
- Valid and current driver's license, in good standing, required.
- Strong desire to work in veterinary medicine with a specific focus on companion animal population control/shelter medicine, required.
- Bilingual English and Spanish, preferred.

Skills/Abilities/Other Requirements

- Applicant must be willing to work in confined spaces with little personal space.
- Applicant must be interested in animal welfare, animal population control, and serving low-income communities.
- Ability to handle the stress associated with euthanasia of animals, loud noises, and strong odors
- Must gain proficiency in PetPoint Software, Time Tap, and Google Sheets.
- Available to work Monday through Thursday within the hours of 9 AM to 3 PM.