

Volunteer guidelines

1. Animal Medical Center is a professional medical office, and we expect all volunteers to conduct themselves as if they are professionals and part of our regular staff.
2. For volunteers shadowing our reception staff, casual business attire is required. For volunteers shadowing our nursing or veterinary staff, clean scrubs and black shoes or casual business attire is required.
3. Tattoos must be covered while representing Animal Medical Associates, and piercings beyond 3 small ear piercings must be removed unless prior permission has been obtained. Excessive jewelry is dangerous both to the animal and the wearer, and is discouraged.
4. Please park in the furthest available parking spot from the front door to allow our clients who will be carrying carriers and walking leashed dogs the most convenient spots.
5. You will be allowed to observe any procedures deemed appropriate by the veterinarian in charge of the case. However, we will only be able to allow you to assist or restrain animals in a very limited number of cases, unless you have been covered by an insurance policy written to include volunteer work at a veterinary facility. Please refrain from touching/handling animals unless a staff member has given you permission to do so.
6. There are many other ways to assist, besides handling animals. Staff members may ask you to help with laboratory tests, cleaning, paperwork, and other routine tasks. Please do not be shy if you see something needing doing – let us know you would like to take care of it!
7. Questions are always welcome – but should not be asked when a client is present. We will be happy to discuss cases with you once the client and animal have been cared for. Once we have returned to the treatment area, feel free to ask questions about anything that remains unclear.
8. Realize that this is a position where you may get very dirty, and we still expect you to maintain a professional appearance. Bring spare clothing along in case you need to change unexpectedly.
9. If you have allergies, please let us know before you begin volunteering so we can try to minimize your exposure, if possible.
10. If you are squeamish, or cannot tolerate seeing blood, needles, animals in pain, or have a significant smell sensitivity, this may not be an appropriate position for you. Let us know sooner rather than later if you are finding yourself uncomfortable, and sit down if you are getting light headed. We don't want people getting hurt when they pass out, as well as the animals we are treating!
11. Some of the things we may ask you to help with are not glamorous – but please know that they are important and that we appreciate your help!
12. Let us know what we can do to make your experience better – we love our volunteers and we want them to get what they want out of their time with us!