

**City of San José**  
**Department of Parks, Recreation & Neighborhood Services**  
**Volunteer San José!**  
**JOB DESCRIPTION**

**Job Title:** Spay/Neuter Clinic Scheduler Pal

**Supervisor:** TBD

**Length of Commitment Desired:** Minimum 6 months– \* 10 volunteer hours per month

**Dates volunteer is needed:** From December 2003 to Ongoing

**Location of volunteer work (address):** 2750 Monterey Rd.

**Duties:**

- Schedule appointments for shelter spay/neuter clinic
- Explain spay/neuter clinic procedure and costs
- Notify customers of schedule changes and/or conflicts

**What is fun and meaningful about this job?** This position is the gateway to controlling pet overpopulation. This is a demanding position for the truly dedicated! Customers will be relying on you to return their calls promptly and our spay/neuter clinic staff will be looking to you to provide a balanced schedule. A tough but gratifying job!

**Desired Qualifications:**

The volunteer must:

- Be dependable
- Have good communication and “phone” skills
- Be willing to adhere to the policies and procedures as instructed
- Have the ability to work independently
- Have a positive attitude

**Minimum Age Requirement:** 18

**Training:** (\* all training in-house at Animal Care Center)

- ACS Orientation
- Personal Instruction by Experienced S/N Volunteer

**Number of Volunteers Needed:** TBD

**Comments/Other:**