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## Volunteering with PAW Team

### **Volunteering at our clinics:**

Our regular clinics are held on the **first Sunday** of every month (except for holiday weekends).

We have **three “teams” of volunteers**, with different shifts for each team:

INTAKE team: 10:30 am – 4 pm

MEDICAL team: 12 pm – 5:30 pm

SERVICES team: 1 pm – 6 pm

The “PAWT Clinic Volunteer Descriptions” document provides a description of each position.

#### **\*What next:\***

1. Fill out the Volunteer Application form and send it back to us (instructions are on the form).
2. Please send an email to [volunteer@pawteam.org](mailto:volunteer@pawteam.org) and let us know at which clinics you can volunteer. We will send out a reminder request for volunteers about 2-3 weeks prior to each clinic, but you can let us know in advance which clinics you want to sign up for.
3. Be sure to tell us what position you are volunteering for and your second choice. If you would like to volunteer for a position but cannot stay the full time, tell us your hours of availability, as we can often match up two volunteers with limited hours. As much as possible, volunteers will be assigned to their first choice.

### **Clinic Volunteer positions and # needed**

#### **INTAKE TEAM (10:30 am - 4 pm)**

- Intake/Registration: 5
- Station Runners/Escorts: 12
- Triage veterinarian: 1
- Spay/Neuter sign-up volunteer: 1
- Care & Comfort/Co-pay collection volunteer: 1

#### **MEDICAL TEAM (12:00 pm - 5:30 pm)**

- Veterinarians: 8
- Vet Technicians and experienced Vet Assistants (2 per medical station): 16
- Pharmacy assistants: 2
- Medical grooming/Flea treatment: 4

#### **SERVICES TEAM (1 pm - 6 pm)**

- County licensing: 3
- Exit Escort/Medical Records Collector: 1
- Pet Care Supplies/Giveaways: 10

\*\* A few Pet Care/Donations volunteers are needed early (**10:30 am**) to set-up

## **Clinic Logistics**

**\*Clinic hours\* \*for clients:** 1:00pm to 5:00pm\*. Patient sign-in starts at 11:00am, the last patient sign-in will be accepted at 4pm; we will see patients until 5:30pm. Depending on the position, volunteers are needed at the clinic from 10:30 am to 6:00 pm.

**\*Location:\*** corner of 30<sup>th</sup> and SE Division; 3016 SE Division, Portland, Oregon. \* \*

**\*Parking:\*** There is a large parking lot between SE 31<sup>st</sup> and 32<sup>nd</sup> along Division that is part of the building parking. Parking is free and for an unlimited time there, so we recommend you park in the lot. There are also spaces along the street, no parking meters, but a 1-2 hour time limit.

**\*Drinks and snacks:\*** We will have hot water for instant coffee, tea, etc, and cold drinks/water/juice, and plenty of energy snacks available throughout the day. If you wish to purchase your own food or drinks, there is a wonderful pet-themed coffee shop called the Flying Cat Coffee House across the street, as well as a small food joint called the Detour Café next door to Flying Cat.

**\*CE Credit:\*** For Oregon licensed DVMs and CVTs, the Oregon Veterinary Medical Exam Board has approved up to 4 hours of CE per year for working at a PAW Team clinic. Please ask for a signed certificate for CE documentation prior to leaving the clinic.

**\*Contact information on the day of the clinic:\*** \*On the day of the clinic, contact Wendy at 503-260-0381 or Barbara at 503-953-3077.

Thanks in advance for any help you can provide, and welcome to the Team!

Best regards from everyone at PAW Team,

Wendy, Barbara, Isabel, Marilee, Mary, Geordie, Emilio, Karen, Cristina, Mike