

A. Office Assistant, Animal Birth Control Clinic

Organization Description: The Animal Birth Control Clinic's mission is, "By providing affordable spay and neuter surgeries and wellness service, the Animal Birth Control Clinic promotes responsible, lifetime pet ownership and saves lives."

Volunteer Duties: Volunteers can help as an office assistant by organizing or setting up equipment, helping sign in clients and their pets, upgrading the computer systems, and other technology related projects.

Volunteer Requirements: Volunteers must fill out an application, and be at least 17 years of age or have a guardian attending with them.

Training Provided: All training is provided, and volunteers will get a half hour personal tour and informal orientation when they first come in to volunteer.

Time Commitment: No set time commitment, but the best time to volunteer is anytime Monday-Friday 9:15 - 3:15, or the second Sunday of each month from 10:00-2:00. See <http://animalbirthcontrol.org/site/calendar.php> for Sunday Vaccination clinic times.

Group Volunteering : Groups and volunteer teams are needed to help with special projects.

Recommended For: Students in the fields of Veterinary Technology, Nursing and Pre-Med, Biology and other Sciences, Office Technology, and Computer Information Systems.

Benefits: Volunteers gain hands on experience in a number of fields, while helping prevent pet overpopulation, abandonment, and feral animals.

Contact Info:

Carrie Kuehl

Director of Animal Birth Control Clinic of Waco

Ph: 254.751.7796

Email: animalbirthcontrol@sbcglobal.net

Website: <http://www.animalbirthcontrol.org/>

Facebook: <http://www.facebook.com/AnimalBirthControl>

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