



Job Description Medication Technician (Volunteer)

Overall Responsibility: To administer medications to the required cats

Time Commitment: Two to three hours per shift depending on the medical needs of the cats. Morning and evening shifts available 7 days a week.

Key Areas of Responsibility:

- Administer medications to cats, up to and including injections
- Documenting and notifying Medical Manager of any issues regarding the health of the cats.
- Work with the Medical team to maintain health records on cats
- Work with the Medical Manager to address all health concerns quickly

Qualifications:

- Ability to read a medical record and follow a treatment schedule.
- Good communication skills and attention to detail
- Must be able to communicate via text and e-mail
- Ability to handle cats in a compassionate way; including sick, uncooperative and semi-feral cats
- Ability to follow procedures and to work independently
- Willingness to learn new procedures and techniques
- Accuracy in measuring and dispensing medications
- Willingness to participate in annual refresher training
- Previous veterinary medical experience preferred but not required

TO LEARN MORE OR TO APPLY:

- Visit our website at <https://www.hartofme.com/>
- Email a copy of your resume, cover letter, and completed volunteer application to hartopenpositions@gmail.com



Volunteer Application

THANK YOU for your interest in volunteering with HART! Please complete the following information and let us know how you'd like to help. All information provided will be for the exclusive use of HART and not sold or shared with any other individual or entity.

CONTACT: Sharon Lewis

TELEPHONE: 207-829-4116

FAX: 207-772-6177

Date _____

Name _____ DOB (required if less than 16) _____

Address _____

Town/City _____ State _____ Zip _____

Phone: Day _____ Evening _____ Cell _____

Email _____

In the event of an emergency, who should we contact?

Name _____ Relationship _____

Address _____

Phone: Day _____ Evening _____ Cell _____

Are you volunteering to fulfill the community service requirement at your school? Yes No

If yes, name of school you attend: _____

Date of Last Tetanus Vaccination: _____

Do you know any current HART volunteers: _____

Do you have pets? Yes No

How did you hear about HART? _____

Why do you want to volunteer at HART? _____

How would you like to help out?

Please check all areas that are of interest to you:

- Shelter cleaner (mornings, 8-11:30am)
- Cat socializing
- Grooming (brushing, nail trims)
- Special fundraising events (Yard Sale, Meow Madness Auction, Spring Fling, etc)
- Medication tech
- Yard work on the HART grounds
- Light maintenance inside the shelter
- Foster home
- Grant writing
- Contribute to newsletters, mailings, public outreach
- Bake goodies for food and yard sales
- Make crafts for sale at shelter and fairs
- Transport cats to vet appointments
- Deliver supplies to foster homes
- Provide a vehicle/labor for trips to buy cat litter, pick up items at the storage locker or Good Shepherd, etc

Indicate what times you are available to volunteer on the following days.

Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____
 _____ Sun _____ Start date _____ End date _____

Please describe any allergies or physical conditions that might affect your volunteer work: _____

Release from Liability

I, _____ [your name], of _____ [Town, State] desire to do volunteer work at the Homeless Animal Rescue Team, Inc., 302 Range Road, Cumberland, Maine. In such capacity, it is my understanding that I will come in contact with cats. I fully realize it is entirely possible that such close contact with these animals could result in injury to my person (body and/or clothing). I may be bitten or scratched, clothing may be torn.

Assuming that the foregoing could occur (though not necessarily limited to the foregoing), I hereby agree not to hold the Homeless Animal Rescue Team, Inc., its agents and any other volunteers, or successors or assigns of said corporation, liable for any injuries or damage incurred while performing volunteer work.

It is my understanding that the other volunteers of the Homeless Animal Rescue Team, Inc. (HART) have been instructed not to expose any other volunteer to animals that have shown any noticeable degree of unstable or unfriendly behavior. I realize that even the most docile or otherwise good-natured animal could become hostile; thus, I shall be on guard at all times to protect myself from injury.

I also acknowledge that in working as a volunteer, I may be exposed to hazardous materials used for cleaning.

I acknowledge that I have read the foregoing and have discussed it with a representative of the Homeless Animal Rescue Team, Inc. (HART) and understand that this is a release of liability against that organization, its agents and volunteers, as well as any successors or assigns of said corporation.

IF VOLUNTEER IS UNDER AGE 16, HE/SHE MUST BE ACCOMPANIED BY A PARENT OR GUARDIAN WHILE WORKING AT HART.

Signed _____

Date _____

Parent/Guardian _____

Date _____