

SNAP is local non -profit, now hiring:
A part time clinic "check in" person and "scheduler" (EL CAJON & REMOTE LOCATION)

We are a mobile spay and neuter unit, 18 years in San Diego County helping low income pet owners- **so you must love people and pets!** **This is job is 2 positions: Clinic check-in and Clinic scheduling.**

Check-in Person/ SNAP Scheduler must be an early riser for "CLINIC" days.

- Hourly part time • sick pay • flexible schedule • can become full time • PTO with full time employment •

Check in Position involves:

- Opening the clinic for medical staff on site
- Setting up the morning check in table (moving tables, chairs and totes from inside the mobile clinic to the check in area outside)
- Preparing paperwork for check in (printing out schedule, sizing if needed)
- Keeping the check in process flowing, checking client's paperwork, accepting payments, making change, answering questions
- Preparing certificates, keeping records organized and filed
- Preparing instructional packets for clients pick up
- Helping medical team where needed (e-collars, towels, stocking)
- Working with mother nature (some mornings may be warm and some cold and wet!)

CHECK IN position is:

- part time: 2-3 days per week 8 hour days: 6:15am- 2:15pm weekdays
- some flexibility with days (monthly schedules)

Scheduling Position involves:

- working remotely
- Scheduling clients for Neuter Scooter clinics
- Referring clients that do not qualify
- Answering voicemails and web applications
- Making confirmation/reminders calls
- Using Google Sheets and Ring Central.



SCHEDULING position is:

- part time 2-4 days per week 4-5 hours per day flexible time
- some flexibility with days (monthly schedules)

You must be:

- organized
- enjoy people and pets
- motivated and quick thinking
- able to multitask
- "handyman/woman" a plus!
- have reliable transportation
- honest, loyal and dependable
- able to work with little or no supervision
- a problem-solver with a "can-do" attitude
- a spay neuter advocate

If you are interested in being part of a team that is helping dogs and cats of San Diego County, please email your resume to apply@snap-sandiego.org

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