
Volunteer Orientation Information

Roles & Responsibilities

Thank you for your interest in volunteering at Leduc Farm Animal Hospital.

This position involves volunteering as support staff. You will mostly be helping the staff with day to day responsibilities. This does involve a great deal of cleaning.

Typical volunteer duties include:

- Keeping up with daily, weekly and monthly cleaning duties (we will provide you with a cleaning checklist)
- Cleaning the barn and hospital after all appointments
- Observing during appointments
- Restocking supplies
- Checking expiry dates on products, cleaning and stocking shelves
- Keeping laundry rolling

Due to the seasonal and unpredictable nature of our work, we cannot guarantee that you will observe more complex procedures or appointments such as c-sections, calvings, or other surgeries; however we will do our best to ensure you see a variety of cases if possible.

Volunteer Scheduling / Missed Scheduled Days

We begin with booking two shifts with opportunity to complete more depending on availability of the clinic. The volunteer schedule is made according to the availability of the volunteer. It is the responsibility of each volunteer to let us know in advance about any days they are available.

We request that our volunteers prepare to spend the entire day at the clinic to ensure that they are available for the full scope of a day in a large animal veterinary practice.

Start time is 8:00am and end time is 5:00pm (though some appointments may run past 5pm, we do not require volunteers to stay after hours. But, you are welcome to stay if the appointment is of interest to you).

If you are unable to attend a shift or think you might be late, we ask that the volunteer calls the clinic or emails us to let us know.

Dress Code

We require professional attire to be worn during your volunteer shift.

- Scrubs are the preferred choice of attire as you will be helping with animals and performing cleaning tasks.
- Jeans and a plain T-Shirt are welcome as well.
- Closed toe shoes.
- Clean Rubber boots/Muck boots.
- Please make sure you have appropriate outdoor attire with you.

We provide coveralls for use while volunteering.

Privacy & Confidentiality

While volunteering you may have access to information that is confidential. This information is the exclusive property of Leduc Farm Animal Hospital and therefore it is not to be discussed outside of the hospital.

The term “confidential information” refers to all data/information relating the business, including but not limited to, the following:

- Client/patient information (Names, phone numbers, email & home addresses)
- Quantity, cost, and specifications of products and service
- Staff members contact information/personal details

Social Media

Sharing patient or client photos/videos on personal social media without their express permission is forbidden. Doing so violates client/patient confidentiality and is cause for termination.

Parking

- You can park your vehicle on the south side of the building, you'll see our vehicles parked further down beside the gravel lot/chain link fencing.
- Please park at the far west end of the parking lot.
- Client designated parking stalls are along the south east side of the building and are not to be used by employees or volunteers.
- Please lock your vehicle. Leduc Farm Animal Hospital is not responsible for any loss or damage to your vehicle or contents of your vehicle while parked on clinic property.

Additional Information

- Please bring a water bottle and lunch/snacks with you
- Our clinic hours are Monday to Friday 8:00 AM to 5:00 PM
- Your day will start with an introduction to the staff and a tour of the building
- If you have any questions or concerns please reach out to the clinic by emailing orderdesk@leducfarmanimalhospital.ca

1. Please fill in the questionnaire below.
2. Please print out the Volunteer Release and Waiver of Liability Form and sign it
3. Email the signed Volunteer Release and Waiver of Liability Form to orderdesk@leducfarmanimalhospital.ca

Volunteer Questionnaire

These are just some questions to help us get to know you before your shifts!

What interested you to volunteer with us?

How did you hear about us?

Do you need to complete a certain number of volunteer hours for school / other obligation?

Availability?

Preferred Start Date?

Highest Level of Education Completed?

Are there any specific areas of interest or procedures/appointments you would like to see? (i.e. c-sections, sheep and goats, dairy or beef cattle, etc)