SAMPLE VOLUNTEER MATRIX FOR 2-VET VACCINE CLINIC

Vet 1 – dogs	
Vet 2 - cats	
Tech 1 - dogs	
Tech 2 - cats	
Cat Admin/Registration 1	
(Cat Admin 2)	
Dog Admin/Registration 1	
Dog Admin 2	
(Dog Admin 3)*	
Data Entry**	
Floater/Bouncer***	

* you will almost always have more dogs than cats show up, so it never hurts to staff up on the dog side!

** if you have a database or clinical software, it is a huge help to have someone do data entry on the spot!

*** this person is super helpful for explaining to people how to utilize the clinic, helping people having trouble with their animals, stopping people from opening their cat's carriers in line, holding dog leashes while people fill out paperwork, etc. – if you have separate dog and cat lines, you might consider two people for this role!