**VOLUNTEER SERVICES ASSISTANT/ PET THERAPY COORDINATOR**

Shriners Hospitals for Children Northern California, the premier pediatric burn, orthopaedic, spinal cord injury and pediatric subspecialties medical center, currently has a full-time, benefited opportunity for a Volunteer Services Assistant/ Pet Therapy Coordinator.

In this role, you will coordinate the Pet Therapy Program and perform a variety of administrative support for the Volunteer Services Department. Functions include: pet therapy testing and evaluation of therapy teams; mentoring, scheduling and overseeing all pet therapy activities, (i.e. hospital visits, community outreach and education); maintaining a variety of computerized and manual record keeping systems related to volunteer personnel; providing responsible administrative support to Manager; and performing a variety of support functions related to recruitment, placement and orientation processes for new volunteers.

SHCNC offers a competitive salary and benefit package, including continuing education and professional development opportunities. Other considerations include free parking, team approached interdisciplinary care, friendly environment and the satisfaction that our patients are receiving the best care available..

Submit resume to Human Resources, 2425 Stockton Blvd, Sacramento, CA 95817, fax to 916-453-2388, or email ncal.jobs@shrinenet.org. To learn more about our hospital, visit our website at [www.shrinershospitalsforchildren.org](http://www.shrinershospitalsforchildren.org). EOE/Drug Free Workplace

Must have experience as a pet therapy handler and extensive knowledge of therapy programs and animal behavior. Requires knowledge of basic record keeping and filing systems, strong spelling/grammar skills and proficiency with office methods/procedures, as well as Microsoft Office (Word and Excel).