

RVT Clinic Coordinator

Reports to: Executive Director & Chief Veterinarian

Classification: Full-Time, Non-Exempt

Location: Animal Outreach of the Mother Lode – Diamond Springs, CA

Position Summary

The Clinic Coordinator oversees the daily operations of Animal Outreach of the Mother Lode's nonprofit spay/neuter, vaccine, and dental clinic. This role ensures that all medical services are delivered efficiently, safely, and compassionately in alignment with the organization's mission to reduce pet overpopulation and improve the health and welfare of companion animals in our community.

As a Registered Veterinary Technician (RVT), the Clinic Coordinator provides both administrative and clinical leadership and is directly responsible for anesthesia-related duties during spay/neuter and other procedures, including surgical preparation, induction, patient monitoring, and recovery. This position ensures compliance with state veterinary regulations, supervises clinic staff, manages schedules and inventory, and maintains the highest standards of patient care and safety.

Key Responsibilities

Clinic Operations

- Work closely with the Chief Veterinarian to oversee day-to-day operations of the spay/neuter, vaccine, and dental clinic.
- Perform and supervise anesthesia-related responsibilities for surgical procedures, including patient evaluation, anesthetic preparation, induction, monitoring during surgery, post-operative recovery, and sterilization of surgical packs.
- Perform patient dental cleanings and extractions under veterinary supervision.
- Administer vaccinations and preventive care for patients, and clearly discuss recommendations and treatments with clients.
- Ensure safe and effective anesthetic protocols in collaboration with the veterinarian and in accordance with California RVT scope of practice.
- Ensure accuracy, efficiency, and safety throughout daily clinic workflow, including intake, surgery, recovery, and discharge.
- Maintain compliance with California Veterinary Medical Board, DEA, OSHA, and all applicable state and federal regulations.
- Assist with controlled substance management, including ordering, storage, administration records, and inventory control.

- Manage inventory of medical supplies, pharmaceuticals, and surgical equipment, ensuring availability and cost efficiency.
- Perform equipment maintenance and coordinate outsourced maintenance as needed.
- Maintain high standards of facility cleanliness, safety, and infection control.

Leadership & Staff Supervision

- Supervise and mentor clinic staff including veterinary assistants, technicians, and front office personnel.
- Support and collaborate with the staff, veterinarians and executive director to ensure clinic goals, patient safety, and care standards are consistently met.
- Develop and maintain staff schedules, ensuring adequate coverage for surgery, vaccine, and dental operations.
- Conduct employee evaluations, provide coaching, and support ongoing staff development and training.
- Promote a collaborative, compassionate, and mission-driven work culture that emphasizes teamwork, accountability, and respect.

Client and Community Relations

- Ensure excellent client communication and education before, during, and after procedures.
- Address and resolve client concerns professionally and empathetically.
- Provide clear discharge instructions and education on post-surgical care, vaccine protocols, and dental health.
- Represent Animal Outreach at community outreach events, clinics, and partnership activities as needed.

Administrative and Financial Management

- Assist the Executive Director and Chief Veterinarian with clinic budgeting, revenue tracking, and cost management.
- Assist with reporting of clinic data including surgical counts, vaccine numbers, and revenue summaries.
- Collaborate with administrative staff on grant documentation, reporting, and program impact tracking.
- Recommend operational improvements to increase efficiency and enhance service quality.

Program and Compliance Oversight

- Ensure clinic SOPs, protocols, and training materials are current, compliant, and aligned with veterinary best practices.
- Oversee quality assurance and safety audits related to anesthesia, patient care, and recordkeeping.

- Maintain accurate patient and client medical records per legal and organizational standards.
 - Participate in ongoing program development and in board or committee meetings related to medical operations as needed.
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Qualifications

Education & Experience

- Active **California Registered Veterinary Technician (RVT) license required.**
- Minimum **2 years of experience** in a veterinary or animal welfare clinic.
- Demonstrated experience in anesthesia induction, monitoring, and surgical patient care.
- Prior work in a high-quality, high-volume (HQHVSN) clinic or nonprofit veterinary setting preferred.
- Familiarity with veterinary practice management software (e.g., Shepherd, AnimalsFirst, Idexx) and Microsoft Office Suite.
- Understanding of nonprofit operations and community-based veterinary care a plus.
- Ability to respond appropriately during an emergency and maintain competency in animal CPR procedures
- Motivated with a desire to learn and grow
- Current driver's license in the State of California

Skills & Competencies

- Strong leadership and interpersonal skills with the ability to build and motivate a cohesive, compassionate team.
- High proficiency and confidence in anesthesia management and surgical support.
- Excellent organizational, problem-solving, and communication skills.
- Ability to remain calm and professional in a fast-paced, high-volume environment.
- Commitment to the mission, vision, and values of Animal Outreach of the Mother Lode.

Physical Requirements

- Frequent standing; walking; use of hands to handle or feel; reaching with hands and arms; speaking and hearing.
- Occasional sit; climb or balance; and stoop; kneel; crouch or crawl
- Occasional lift and/or move objects weighing up to 50 pounds alone or up to 100 pounds with the help of a fellow employee for short distances
- Specific vision abilities required by this job include close vision, distance vision and peripheral vision
- Comfort handling cats, dogs, and other small animals with varying temperaments.
- Must be in general good health. Any allergic condition that would be aggravated from exposure or through contact with animals or chemicals used to sanitize facilities, vehicles, or equipment may be a disqualification.

Working Conditions

- Exposure to high noise levels
- Subject to animal bites and scratches
- Exposure to hazardous chemicals
- Exposure to parasites and infectious diseases
- Must be available and willing to work weekends, holidays, overtime and attend mandatory training and meetings as the employer determines are necessary or desirable to meet business needs.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.