



## Volunteer Job Description Transport Engineer

**Location:**

Varies based upon pick up / drop off locations in 46201 and 46203.  
*The only current surgery location is FACE Spay/Neuter Clinic.*

**Purpose:**

Assist members of the public scheduled for spay/neuter surgeries with pick up and drop off of their pets.

**Key Responsibilities:**

- Safely drive the animals to and from home to their surgery location (FACE Spay/ Neuter Clinic)
- Be on time for surgery appointments and pick up

**Reports To:**

*\*\*Dispatch/ Surgery Scheduler with FACE\*\**

**Time Commitment:**

Minimum donation of 12 hours/month required

**Qualifications:**

- Must be able to interact positively with community members and other volunteers
- Driver's License and a safe driving record
- Manage time wisely and punctual

**Age Requirement:**

Must be at least 21 years of age

**Training:**

- Information Session
- Basic Training
- Shadow another Transport Engineer or the Community Outreach Coordinator doing pick up / drop off

**Dress Code:**

- Red IndyHumane Volunteer Shirt
- Jeans/Khakis
- Rubber-soled, comfortable shoes

**Support:**

Training for this position will be provided. In addition, the Community Outreach Coordinator and all Managers on Duty are available for questions and assistance.