

OHSVCA State Clinic Coordinator Assistant Job Description

Position: Subcontracted Position

Contract dates: August 16th to August 15th

Attendance Requirements (Mileage paid): Spring Meeting, Clinic Meeting, and Clinic

Salary: Level II

Lodging Requirements (paid): OHSVCA Clinic Thursday and Friday

Duties:

1. Assist the Clinic Coordinator plan, organize, and execute the OHSVCA Clinic.
2. Contact and contract vendors for the clinic.
3. Plan and set up the vendor area at the clinic site.
4. Collect door prizes from the vendors present at the clinic.
5. Procure shirts for the trustees, coordinators and officers to wear at the clinic.

Updated 3-15-09