

Current Volunteer Needs

• *CLERICAL VOLUNTEERS*

We need unpaid volunteers in various departments of Smith County to scan documents, complete data entry and help with any other needs that may arise. **ATTENTION TO DETAIL IS A MUST!** Consider giving back to your community in a meaningful way using your clerical skills! Hours are flexible, Monday-Friday, 8 a.m. - 5 p.m.

We need volunteers in the following departments:

Adult Probation (Downtown Tyler)

Sheriff's Office (Downtown Tyler)

Fleet Administration (Downtown Tyler)

Animal Shelter (Downtown Tyler)

Justice of the Peace Office in Precinct 4 (Winona)

• *INVENTORY SPECIALIST EXTRAORDINAIRE*

Do you enjoy history? If you volunteer in the Smith County Records Department, it will be ALL around you! This unpaid volunteer will be responsible for physically counting minute books, ledgers, file folders, and boxes to gain an accurate estimate of total records. The ideal volunteer will be able to climb ladders, not be allergic to dust, not be claustrophobic, and be okay working in windowless, basement rooms. You'll need an adventurous spirit and a love of numbers and organization! If this sounds like the perfect opportunity for you, please apply today! Hours are flexible, Monday-Friday, 8 a.m. - 5 p.m.

• *ANIMAL SHELTER SUPER HERO*

Smith County Animal Control and Shelter needs dedicated, unpaid volunteers to walk, groom, train and care for dogs while they are in the shelter's care. Shelter life can be "ruff" but with volunteers, we hope to enrich the lives and living conditions of dogs during their stay with us.

We also hope to increase our adoptions, fosters and rescue rates by getting the word out to the community through social media, radio and special occasions like holiday parades and adoption events.

Volunteer hours are:

8 a.m. - 5 p.m. Monday-Friday

8 a.m. - 12 p.m. Saturday

1:30 - 5:30 p.m. Sunday

If you are interested in any of these volunteer positions or know of anyone that may be interested, please have them email **volunteer @smith-county.com** today to acquire an application.