



## **Volunteer Opportunity with the Columbia County Sheriff's Office/Animal Control**

Volunteers in the Animal Control Division of the Sheriff's Office provide administrative support to the animal control office. They assist the public in the adoption of animals in the shelter and compile records of impounded animals. They also attend to and care for animals in the kennel facility. This can include bathing and grooming dogs, walking the dogs and working on socializing dogs.

Volunteers may be asked to review shelter records of licensed pet owners to identify owners of lost pets. They may also compile daily records required by animal shelter describing stray animals found by shelter workers and animals turned in by public and record information according to instructions.

As part of the administrative support, volunteers may type and edit documents and process a variety of forms, including license forms. This would also include maintaining files and records relating to shelter activities as well as answering telephones, greeting visitors and directing inquiries appropriately.

All Applicants shall be required to undergo a thorough background check.

These volunteer positions serve at the discretion of the County Sheriff and may be dismissed at will.