City of Mesquite - Volunteer Job Descriptions
Volunteer positions are open to ages 18 and up unless otherwise specified.
Background checks are required for most volunteer positions.
Physicals and/or drug screens are required for some volunteer positions.

Animal Shelter (over 18 only): Assist shelter staff with various duties including lost pet database, special events and general maintenance of the facility. Contact with animals will be based on experience and training. Hours vary including weekends.

City Secretary's Office (Ages 15 to 24): Assist the City Secretary staff with preparation and maintenance of archival information. Hours vary.

Historic Mesquite, Inc.: Tour guides at Opal Lawrence Historical Park and Florence Ranch Homestead, special events and work day assistance at facilities. Hours vary, mostly weekends.

Mesquite Health Clinic (Ages 16 to 18): Assist clinic staff with public education efforts by attending health fairs at local elementary schools and public events. Nights and weekends.

Mesquite Fire Department Public Education: Assist the Fire Department Public Information Officer with public education programs, graphics development, multimedia production and data entry. Hours vary. **Must complete the Citizens Fire Academy.*

Mesquite Public Library (Ages 15 and up): Perform routine collection maintenance of library materials including shelving, stamping or labeling books, assist library staff with special programs/events. Hours vary.

Mesquite Public Library Summer Reading Program (Ages 15 and up): Work primarily with Children's Librarian by registering participants, assisting in craft programs and data entry as needed. Volunteers will have contact with general public. Hours may vary and include Saturday hours.

Mesquite Public Library - Main Library – Computer Registration (Ages 21 and up): Assist Library patrons with computer registration and instruction. Knowledge of internet searching, Word, Excel and PowerPoint are necessary. Experience in teaching and ability to speak Spanish is helpful, but not essential. Volunteers will have contact with general public. Hours vary.

Mesquite Public Library - Main Library Genealogy Department (Ages 21 and up): Assist staff with collection maintenance including shelving or labeling books and filing research materials. Knowledge and experience with genealogy procedures and practices is desired. Volunteers will have contact with general public. Hours vary.

Senior Centers (Evans, Rutherford, Goodbar): Assist and coordinate various activities, events and crafts, set-up and clean-up of kitchen areas, assist center staff with clerical duties, set-up and facilitate programs and other projects required by center staff. Volunteer positions primarily filled by participants in senior program.

Special Transportation Service (Ages 21 and up): Volunteers fill prescriptions at Parkland Hospital and deliver to senior residents. Must have a valid Texas drivers license and good driving record. A city vehicle will be provided. Thursday mornings.

Senior Services (Ages 21 and up): Transport senior citizens to post office, pharmacy, bank, etc. on a periodic basis. Must have a valid Texas drivers license and good driving record. Volunteers must use their own vehicle. Hours and days vary.

Student Advisory Board (MISD High School Students): Keep Mesquite Beautiful is looking for students who have a commitment to their environment by participating in campus beautification projects, civic events, community clean-ups, and numerous other service related projects. All members earn volunteer hours for college and are eligible to receive a college scholarship.