




Intern Opportunities

Position (Non-Paid):	Lead Volunteer Intern
Department:	Emergency Management
Duties:	<p>This is an excellent opportunity for students interested in pursuing a career in public service and specifically, in the public safety field. The Lead Volunteer will utilize supervisory, management and leadership skills to help manage the Emergency Management Department's interns and volunteers. Duties involve recruiting, interviewing, training and mentoring volunteers and interns.</p> <p>This intern position will work directly with the Volunteer Coordinator and will have administrative/clerical responsibilities that involve reporting software, tracking of volunteer activities, data collection and awards. Responsibilities also include: providing volunteer project status reports and assisting with scheduling/coordinating outreach & education activities.</p>
Location:	10750 Ulmerton Road Largo, FL 33778
Map:	gmap  (update this link)
Schedule:	Flexible, at least 8 hours per week for 6 months
Additional Information:	<p>Word/Excel/PowerPoint is required. Training will be provided on volunteer reporting software.</p> <p>Because Emergency Management operates out of the Public Safety Complex, which is a secured facility, a second level of security clearance is required.</p>
Facility Operating Hours:	Mon. – Fri., 9 a.m. to 5 p.m.
Contact:	Mary Burrell at (727) 464-3815 or by email .
How to Apply:	First contact the department to discuss the position. Then complete the brief internship application .

Thank you for your interest in internships at Pinellas County!