### Position (Non-Paid): Special Needs/Transportation Assistance Intern

### Department: Emergency Management

#### Duties:
This position assists the Healthcare Coordinator administer the Special Needs Sheltering / Transportation Assistance program. Tasks include:

- Receiving medical information
- Entering form information into a database
- Maintaining the database
- Working with other County departments, fire districts, and other medical facilities to help facilitate the program
- Answering inquiries from the public

Whenever the Emergency Operations Center is activated, this position is optional, but in the event of an activation, the intern will follow pre-activation procedures to prepare the transfer of duties to the Citizens Information Center.

### Location:
10750 Ulmerton Road  
Largo, FL 33778

### Map:
[gmapp](#)

### Schedule:
Flexible for 3 or more months

### Additional Information:
High reliability, data entry, and customer service experience needed. Must be a college student in a relevant field of study, such as emergency management, health care, public administration, and communications.

Because Emergency Management operates out of the Public Safety Complex, which is a secured facility, a second level of security clearance is required.

### 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.

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**Thank you for your interest in internships at Pinellas County!**