




# Volunteer Opportunities

<b>Position:</b>	<b>Records Specialist Assistant</b>
<b>Department:</b>	<b>Records Management</b>
<b>Duties:</b>	Like to keep moving? Our Record Retention Center needs someone to assist with daily operational tasks, such as: lifting, carrying, and moving boxes up to 35 pounds; assist with loading/unloading our delivery truck; assisting with Record Retention Center file moves and reorganization. In addition, you will be called upon to assist with the preparation and scanning phases of internal document imaging projects.
<b>Location:</b>	14155 49 <sup>th</sup> St. N., Clearwater
<b>Map:</b>	<a href="#">gmap</a> 
<b>Schedule:</b>	Four hours per day, 1-3 days per week
<b>Additional Information:</b>	Basic computer skills are needed.
<b>Contact:</b>	Call (727) 464-VIPS (8477) or visit <a href="http://www.pinellascounty.org/volunteer">www.pinellascounty.org/volunteer</a> and click on "Join the Team."
<b>Facility Hours of Operation:</b>	8 a.m. – 5 p.m., Monday through Friday