



# Volunteer Opportunities

<b>Position:</b>	<b>Special Projects/Receptionist</b>
<b>Department:</b>	<b>Code Enforcement Division</b>
<b>Duties:</b>	The Pinellas County Code Enforcement Division needs assistance with data entry, receiving and greeting the public, taking incoming calls, filing, preparing files, and special mailing projects.
<b>Office Location:</b>	631 Chesnut Street Clearwater, FL 33756
<b>Schedule:</b>	Mondays, Tuesdays, Wednesdays, and Fridays/4 hours a day/20 hours per week
<b>Skills/Experience/ Training Needed:</b>	Telephone skills, customer service skills, and computer skills
<b>Contact:</b>	Cheryl Leyenaar at 727-464-4020 or email at <a href="mailto:cleyenaar@pinellascounty.org">cleyenaar@pinellascounty.org</a> .
<b>How to Apply:</b>	First contact the department to discuss the position. Then complete the brief <a href="#">volunteer application</a> .

***Thank you for your interest in volunteering for Pinellas County!***