




Volunteer Opportunities

Position:	SOP Writer
Department:	Keller Water Treatment Facility
Duties:	Step by step. That's how it's done. Ever wonder how a water treatment facility works? Put your special organizational and writing skills to work at this critical facility by updating the operating procedures. Things change over the years – employees leave, technology expands. And who updates the manual? You! Interview employees, photograph and research equipment – discover just how it's done and then put the updated information into an operations manual.
Location:	3655 Keller Circle Tarpon Springs, 34688
Map:	gmap 
Schedule:	This is expected to be a 6-month project. Plan on about 10 hours per week between 7:00 a.m. and 3:30 p.m.
Additional Information:	MS Office experience helpful as is familiarity with mechanical and electrical equipment.
Facility Operating Hours:	7:00 a.m. to 3:30 p.m.

New volunteers eligible for a free VIP t-shirt!