




# Volunteer Opportunities

|                                  |   |
|----------------------------------|---|
| <b>Position:</b>                 | <b>Data Management and Reporting Project Volunteer</b>  |
| <b>Department:</b>               | <b>Environment and Infrastructure / Solid Waste Facility</b>  |
| <b>Duties:</b>                   | Would you like to learn new techniques – or design ones – for managing data? The Household Electronics and Chemical Collection Center (HEC3) receives millions of tons of electronics and chemicals from over 43,000 participants, diverting these items from the waste stream. You will work with a software engineer to increase the efficiency of the reporting system (currently data is managed manually) thereby freeing up staff to better assist the public. The process of data input and report generation needs to be automated. |
| <b>Location:</b>                 | 3095 114th Ave. N.,<br>St Petersburg, FL 33716  |
| <b>Map:</b>                      | <a href="#">gmap</a>   |
| <b>Schedule:</b>                 | Flexible  |
| <b>Additional Information:</b>   | Experience with MS Excel and formulas; experience with MS Access  |
| <b>Facility Operating Hours:</b> | 8 a.m. – 5 p.m., Monday through Friday  |