




# Volunteer Opportunities

<b>Position:</b>	<b>Emergency Management Reception</b>
<b>Department:</b>	<b>Emergency Management</b>
<b>Duties:</b>	Do you want to make a real impact and help citizens prepare for disasters? Support the Emergency Management Department by answering phones and assisting with light office work. This will allow staff more time to be out in the community. You will interact with staff and answer citizens' questions, help with scheduling, and assist in event planning. Duties will also include email, maintaining Outlook calendars, and special needs intake.
<b>Office Location:</b>	Public Safety Complex 10750 Ulmerton Road Largo
<b>Map:</b>	<a href="#">gmap</a> 
<b>Schedule:</b>	Flexible
<b>Additional Information:</b>	Must be able to interact with the public in a professional manner. Experience with Outlook, Word, Excel and possibly PowerPoint helpful. Training to enhance computer skills is available.
<b>Facility Operating Hours:</b>	Monday – Friday, 8:00 AM – 4:00 PM. A minimum of 15 hours per week preferred.
<b>Contact:</b>	Mary Burrell at 727-464-3815
<b>How to Apply:</b>	First contact the department to discuss the position. Then complete the brief <a href="#">volunteer application</a> .