




Volunteer Opportunities

Position:	Emergency Management Reception
Department:	Emergency Management
Duties:	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.
Location:	Public Safety Complex 10750 Ulmerton Road Largo
Map:	gmap 
Skills Needed:	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.
Contact:	Ikey Leishear, 727-464-3235
Facility Operating Hours:	Monday through Friday, 8:00 a.m. to 4:00 p.m., with flexible schedule. Minimum of 15 hours per week preferred.