



# Volunteer Opportunities

<b>Position:</b>	<b>Administrative Assistant</b>
<b>Department:</b>	<b>CASA in partnership with Human Services</b>
<b>Duties:</b>	CASA's administrative office, located at 1011 1st. Ave. N. in St. Petersburg, welcomes volunteers with a wealth of skills. You can prepare fundraising mailings, file documents, perform data entry, sort donations, answer phones, assist the financial department or collect data for grants. We are a busy agency and many people with various skills are needed.
<b>Location:</b>	Various locations in St. Petersburg
<b>Additional Information:</b>	Requires background check, staff interview, and workshop curriculum approval. Must be able to climb stairs.
<b>Contact:</b>	Kelly Steele (727) 895-4912 x166
<b>Facility Operating Hours:</b>	Monday - Friday, 9 a.m. – 12 p.m. and 12 p.m. - 5 p.m.