




# Volunteer Opportunities

<b>Position:</b>	<b>Team Clerical Assistant</b>
<b>Department:</b>	<b>Volunteer Services</b>
<b>Duties:</b>	Volunteer Services helps citizens find a way to give back to their community. By assisting this team of professionals, you will too! You will help the staff in this busy office with managing day-to-duties such as registering new volunteers, inventory control, tracking, website and database maintenance, and marketing and outreach. You will greet guests and perform various clerical duties including filing, working on the computer in Word and Excel, and more. Assist in the creation of volunteer opportunities, newsletter publishing, and special events. There will be light phone work.
<b>Location:</b>	400 S. Fort Harrison Ave. Clearwater 33756
<b>Map:</b>	<a href="#">gmap</a> 
<b>Schedule:</b>	Flexible
<b>Additional Information:</b>	Computer skills and competency in Word and Excel needed. Writing skills helpful
<b>Facility Operating Hours:</b>	Monday through Friday, 8 a.m. – 5 p.m.
<b>Contact:</b>	Call (727) 464-VIPS (8477) or visit <a href="http://www.pinellascounty.org/volunteer">www.pinellascounty.org/volunteer</a> and click on “Join the Team.”

***New volunteers eligible for a free VIP t-shirt!***