




# Volunteer Opportunities

<b>Position:</b>	<b>Archive Coordinator</b>
<b>Department:</b>	<b>Real Estate Management</b>
<b>Duties:</b>	Do building design and architecture interest you? Are you organized and computer literate? This volunteer position is a unique opportunity to learn some of the history of our county through interaction with architectural and engineering professionals with Pinellas County government. The completion of this vital project will preserve crucial information. The work entails updating and consolidating project document files—including appropriate indices—within the framework established by the Building Design Division. You will interview project management staff to capture historical data and establish project drawing and specification files for future retrieval. Some file digitizing will be done.
<b>Location:</b>	509 East Avenue Clearwater 33756
<b>Map:</b>	<a href="#">gmap</a> 
<b>Schedule:</b>	Ten hours per week. Flexible.
<b>Additional Information:</b>	Should be computer literate in AutoCAD and Microsoft Word.
<b>Facility Operating Hours:</b>	Monday through Friday, 8 a.m. – 5 p.m.