



## Volunteer Opportunities

### CURRENT POSITIONS

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#### **Beach Cleanup Volunteers**

Department: Public Works

Location: Coastal Division

Overview: On set dates and times volunteers will be asked to participate in beach clean ups.

#### **Dock Attendant**

Department: Recreation

Location: Docks

Overview: Assist Dock customers with day-to-day operations such as boat tie-ups. Some knowledge of boating is required.

#### **Golf Attendant**

Department: Recreation

Location: Par 3

Overview: Assist Par 3 with day-to-day operations such as filing in divots, raking bunkers, and assisting customers. Assists with golfer registration and special events. Ability to drive a golf cart is preferred.

#### **Office Assistant**

Department: Finance

Location: Town Clerk's Office

Overview: A wide variety of tasks may be assigned such as copying and scanning, retrieving, sorting, and organizing records, sorting and distributing mail, typing, stuffing envelopes and more.

#### **Office Assistant**

Department: Fire Rescue

Location: North Fire Station

Overview: A wide variety of tasks may be assigned such as copying and scanning, retrieving, sorting, and organizing records, sorting and distributing mail, typing, stuffing envelopes and more. Individuals may be asked to provide administrative assistance to the EMS and Training Division during special projects.

#### **Office Assistant**

Department: Planning, Zoning, Building

Location: Town Hall

Overview: A wide variety of tasks may be assigned such as copying and scanning, retrieving, sorting, and organizing records, sorting and distributing mail, typing, stuffing envelopes and more.

**Receptionist - Lobby**

Department: Planning, Zoning, Building

Location: Town Hall Lobby

Overview: Front lobby greeter/receptionist assisting customers with computer sign-in and directing customers to the correct location to see that customers are assisted in the most expeditious way.

**Receptionist – Telephone**

Department: Planning, Zoning, Building

Location: Town Hall

Overview: Assist the department by answering the phones, assisting with questions, and directing calls to the correct employee. The public calls with a wide variety of questions about building codes, zoning regulations, planning issues, various development application, permitting procedures, etc.

**Recruitment Field Assistant**

Department: Human Resources

Location: Town Hall

Overview: During specific recruitments, a volunteer assistant will be asked to assist in the organizing, field work, and paperwork during the testing phases of the recruitment.

**Recycling Program Organizer**

Department: Public Works

Location: Services Division

Overview: Volunteer will design flyers for the recycling program, talk to businesses and citizens about donating and raising funds to cover the cost associated with the flyers. Talk to different groups about recycling and give suggestions for organizing the collection at the different locations.

**Special Projects Accounting Assistant**

Department: Finance

Location: Town Hall

Overview: Assist the department with special accounting projects as needed. Volunteer would assist with reconciliations and account analysis. A minimum of an AA in Accounting is required or a minimum of 5 years of accounting experience is required.

**Application for Volunteer Service**

Please complete the five (5) page application and return it to Human Resources, Town Hall, 360 S. County Road, Palm Beach, FL 33480. Applications can be found online at <http://www.townofpalmbeach.com/DocumentCenter/View/160>