



## **TOWN OF LAKE PARK - VOLUNTEER OPPORTUNITIES COMMUNITY DEVELOPMENT DEPARTMENT**

The Town of Lake Park currently has volunteer opportunities in our Community Development Department.

- Filing, scanning, responding to Public Records Requests by retrieving files, answering telephones, data entry, telephone follow-up on applications.
- Must have excellent customer service skills; ability to pay close attention to details; complete tasks with minimal supervision; computer literate; strong organization skills.

The need for a Volunteer is immediate and ongoing and also requires a minimum 3-month commitment.

If you are interested in volunteering for the Town of Lake Park, please complete a Volunteer Application\* and submit it to:

Human Resources Department  
Town of Lake Park  
535 Park Avenue  
Lake Park, FL 33403

Thank you for your interest in volunteering for the Town of Lake Park.

\*Volunteer Applications can be downloaded and printed from our website: [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov), Human Resources Department or you may pick one up at Lake Park Town Hall, 535 Park Avenue, Third Floor Receptionist Desk.

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