Student VIP Program - City of Sarasota and Sarasota School Board
Booker, Sarasota, Riverview, Oak Park Schools

Location	Department	Dept Contact	Phone	Email	# STDs	Times				Needs
						8-10 am	10 am-12	12-2 pm	1-3 pm	
City Hall 1565 1st Street 2nd flr Annex	Neighborhood & Dev Services	Kim Denais	954-4147	kim.denais@sarasotagov.com	4	1	1	1	1	Receptionist - answer phones, greet customers. Some filing between 1-2 pm
City Hall 1565 1st Street 2nd flr	Information Technology	Chance Craig	954-4132 x4232	chance.craig@sarasotagov.com	2	open on hrs + together or separate				Benchwork for Help Desk and admin assistance with Project Manager. Need critical thinking. Don't have to be "computer geeks" but have interest in the field.
City Hall 1565 1st Street 1st flr	Finance - Accounting	David Flatt	954-4119	david.flatt@sarasotagov.com	1	1				Clerical, Attend Meetings
City Hall 1565 1st Street 2nd flr	Finance - Purchasing	Mary Tucker	365-2200 x4528	mary.tucker@sarasotagov.com	1			1		General Office Work - answer phone, filing, typing, etc.
Federal Bldg 111 S Orange Ave 2nd flr	Human Resources	Susie Daniels	951-3631	susanne.daniels@sarasotagov.com	1		1			Benefits Office - filing, data entry
1761 12th Street	Central Records	Lori Rivers	329-6107	lori.rivers@sarasotagov.com	2	open on times				Scanning Documents Project
1761 12th Street	Public Works	Janice Cox	954-4198 x6314	janice.cox@sarasotagov.com	4	open on times				Scanning (3) Data Entry (1)
					will be more for PW/Utilities					Electrical, Mechanical, Pumps, Motors, Treatment Plants
777 North Tamiami Trail	Van Wezel	Loreda Williams	955-7676 x2259	loreda.williams@sarasotagov.com	6	waiting to hear				Reception area, Maintenance area, Education Dept, Box Office, Marketing Dept, Contract Dept
2050 Ringling Blvd	Police	Lisa Gladdue	954-7004	lisa.gladdue@sarasotagov.com	1		1			Must undergo brief background check. Filing, clerical work.
1000 Circus Blvd	Bobby Jones Golf Course	Sue Martin	955-8041 x5800	susan.martin@sarasotagov.com	2	1	1			Clerical
					24	**3**	**4**	**2**	**1**	