



VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Community Clinic Greeter

REPORTS TO: VLS Pro Bono Volunteer Coordinator

PURPOSE: The Community Clinic Greeter provides a warm and welcoming presence to individuals and families attending the VLS Legal Advice and Intake clinic held on Wednesday evenings at Webb Middle School (601 E. St. Johns Avenue).

RESPONSIBILITIES

Welcome attendees upon arrival;
Provide application forms to attendees;
Ascertain attendees' needs and direct them accordingly; and
Promotes the use of available childcare services.

QUALIFICATIONS

Responsible, reliable, and punctual;
Friendly, energetic and flexible with a desire to interact with clinic attendees;
Some experience in customer service or hospitality preferred;
Ability to stand and walk around the clinic for the majority of a 2-hour shift;
Bi-Lingual in Spanish a plus.

TIME COMMITMENT

2-hour shift on Wednesday evenings from 6 – 8 PM
Dates: November 7th, 14th, and 28th
December 5th, 12th, and 19th

HOW TO APPLY

Submit a letter of interest and resume to pcortez@vlsoct.org.