



## **VOLUNTEER POSITION DESCRIPTION**

**POSITION TITLE:** Community Clinic Assistant – Family Law

**REPORTS TO:** VLS Pro Bono Volunteer Coordinator

**PURPOSE:** The Community Clinic Assistant assists the Family Law Team during the VLS Legal Advice and Intake clinic held on Wednesday evenings at Webb Middle School (601 E. St. Johns Avenue).

### **RESPONSIBILITIES**

Matches clinic attendees with volunteer attorneys for legal advice;  
Serves as timekeeper for 15-minute legal advice sessions between attendees and volunteer attorneys; and  
Facilitates interpretation/translation services for attendees and attorneys.

### **QUALIFICATIONS**

Responsible, reliable, and punctual;  
Friendly, energetic and flexible with a desire to interact with clinic attendees and attorney volunteers;  
Fluency in Spanish is preferred; and  
Some experience in customer service or hospitality preferred.

### **TIME COMMITMENT**

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

### **HOW TO APPLY**

Submit a letter of interest and resume to [pcortez@vlsoc.org](mailto:pcortez@vlsoc.org).