



PARALEGAL VOLUNTEER POSITIONS AVAILABLE

VLS Legal Advice Clinic at Webb Middle School

601 E. St. Johns Ave., Austin, TX 78752

Every Wednesday, 6-8 p.m.

The Legal Advice Clinic is open to individuals in Greater Austin/Central Texas to receive free legal advice and apply for pro bono representation. At the clinic, VLS utilizes paralegals in the following roles:

Community Clinic Greeter

- *Purpose:* Provides a welcoming presence to individuals and families attending the clinic.
- *Responsibilities:* Welcomes attendees on arrival; provides services application; ascertains attendee needs and directs accordingly; directs attendees to childcare.

Community Clinic Timekeeper

- *Purpose:* Assures that attorneys provide effective & efficient advice to clinic attendees.
- *Responsibilities:* Tracks clinic advice sessions between attorneys and attendees, to assure attorneys spend no more than 15-minutes with each attendee.

Community Clinic Interpreter

- *Purpose:* Assures clinic attendees receive information in appropriate language(s).
- *Responsibilities:* Participates in attorney/attendee advice sessions by providing interpreting services from English to appropriate language (most commonly Spanish).

Community Clinic Volunteer Assistant

- *Purpose:* Welcomes all volunteers attending clinic. Assures that volunteer time is used effectively.
- *Responsibilities:* Welcomes volunteers on arrival; signs volunteers in for shifts; directs volunteers to appropriate activities and resources.

Community Clinic Assistant – Family Law

- *Purpose:* Assists the Family Law Team.
- *Responsibilities:* Matches clinic attendees with volunteer attorneys for legal advice. Assists with miscellaneous clerical tasks for the family law team.

Community Clinic Assistant – General Law

- *Purpose:* Assists the General Law Team.
- *Responsibilities:* Matches clinic attendees with volunteer attorneys for legal advice. Assists with miscellaneous clerical tasks for the general law team.

To volunteer, please contact Pro Bono Volunteer Coordinator Kate Hannaher: khannaher@vlsoc.org