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VOLUNTEER JOB DESCRIPTION

Position Title: *Satellite Court Worker*

Immediate Supervisor: *Satellite Court Work Program Coordinator*

Volunteer Job Description:

The Adult Court Work Program works with individuals who have been charged with a criminal offence and are appearing in Docket Court. The volunteer will assist individuals who are appearing in Docket Court by providing them with information and referrals as well as provide return court date cards.

Positions available in Sherwood Park, Fort Saskatchewan, St. Albert, Stony Plain and Morrinville

Qualifications/Skills Required:

- ▶ Excellent listening and verbal skills.
- ▶ Good hearing is important for in court work.
- ▶ Some knowledge of the court system – but not essential.
- ▶ Punctual and reliable.
- ▶ Non-judgmental.

Responsibilities/Tasks:

- ▶ Greet and assist each person outside of the courtroom.
- ▶ Provide explanation of charges, court procedure and terminology to the accused, their family or friends.
- ▶ Compile list of individuals who need to see Duty Counsel.
- ▶ Provide return court date cards, Legal Aid and Student Legal Services cards.
- ▶ Keep accurate statistics.
- ▶ Abide by volunteer agreement as outlined.

Time Required:

- ▶ Minimum three (3) hours per week.
- ▶ Minimum six (6) month commitment.

Training Requirements:

- ▶ On the job training provided by the Adult Court Work Program Coordinator.

Benefits to Volunteer:

- ▶ Practical experience working in the Criminal Justice System.
- ▶ Learn about the judicial system and its operation.
- ▶ Enhance communication skills.