



Dear Prospective Volunteer,

Thank you for your interest in volunteering at Gulfcoast Legal Services, Inc. (GLS). GLS offers a variety of volunteer opportunities at our main office in St. Petersburg as well as our office in Bradenton. Volunteers may volunteer in any of the following legal areas:

- ❖ Family law
- ❖ Immigration
- ❖ Human trafficking
- ❖ Consumer protection
- ❖ Taxation
- ❖ Foreclosure/housing
- ❖ Landlord and Tenant
- ❖ Domestic Violence
- ❖ Birth Certificates/ID Program
- ❖ Citizenship

Volunteers don't need to be attorneys, but must be willing to undergo a Level II background check if you are volunteering over 20 hours per week. We will work with you to ensure the activities you participate in assist with professional development, community service, and personal goals. GLS is a busy legal aid office, so we ask that volunteers be self-motivated and able to work independently. In addition, we ask that volunteers review and sign the volunteer job description below to ensure volunteering with GLS is an appropriate fit.

GLS, as the host organization, commits to the following:

- ❖ To provide adequate information and training so you may meet organization expectations;
- ❖ To assign you with a named supervisor who will provide you with regular support and supervision;
- ❖ To treat you with respect and courtesy;
- ❖ To be receptive to any comments and feedback for improvement.

The Volunteer commits to the following:

- ❖ To fulfil their role as outlined in the attached volunteer role description;
- ❖ To perform their volunteer role to the best of their ability;
- ❖ To follow the organization's policies and procedures;
- ❖ To meet time and task commitments and to provide sufficient notice when not available;
- ❖ To act in a way that is in line with the aims and objectives of the organization.

Volunteer summary:

While maintaining client confidentiality and upholding the values and mission of GLS, the volunteer will assist in helping staff members provide civil legal services to clients.

Pinellas County
501 First Ave. N, Suite 420
St. Petersburg, FL 33701
T: (727) 821-0726
F: (727) 821-3340

Sarasota & Manatee Counties
1112 Manatee Ave. E
Bradenton, FL 34208
T: (941) 746-6151
F: (941) 746-3661

Responsibilities:

Possible volunteer responsibilities may include:

- ❖ Reviewing applications for legal assistance from low income clients with a wide range of civil legal issues;
- ❖ Conducting phone intake with clients to identify potential legal issues and to obtain necessary information;
- ❖ Making direct contact with our staff to assist with the assignment and closing of cases;
- ❖ Participate in the drafting of legal research;
- ❖ Inputting case information into our case management system, LegalServer;
- ❖ Under legal staff supervision, keep files current, draft and send letters to clients and government agencies, create new files and closing out files;

Volunteer responsibilities may vary by unit and supervisor. Volunteers must be flexible to complete additional tasks as needed.

Benefits:

- ❖ Gain experience and confidence for future job searches;
- ❖ Work with experienced legal staff to learn new skills and hone existing skills;
- ❖ Develop mentors and professional resources;
- ❖ Obtain letters of recommendation for school or work;
- ❖ Fulfill internship or externship requirements for law school;
- ❖ Help your immediate community in a tangible way, as well as the nation at large (one volunteer hour is worth roughly \$24!).

(Volunteer Signature)

(Date)

Completed applications can be sent to:
Gulfcoast Legal Services
501 1st Ave N, Suite 420
St. Petersburg, FL 33701
chelseaw@gulfcoastlegal.org

Thank you,

Chelsea Wait

Chelsea Wait
Grants & Resource Development Specialist