



## INFORMATION ABOUT VOLUNTEERING

### ***About Peninsula Community Legal Centre***

Peninsula Community Legal Centre is an independent, not-for-profit organisation that has been providing free legal services to Melbourne's south-eastern communities for more than 30 years.

The Centre helps people use the law to protect and advance their rights, offering free advice on most legal issues. Ongoing assistance is targeted to assist clients who are experiencing disadvantage. In addition to its general services, the Centre operates Family Law, Child Support, Family Violence, Tenant and Consumer Advocacy Programs.

Community legal education, special projects and participation in law reform are also important aspects of the Centre's work.

### ***Mission Statement***

***To empower and support disadvantaged community members of the South East and Westernport region to use the law and legal system to protect and advance their rights and broaden their awareness of their responsibilities.***

### ***What Volunteers Do***

Peninsula Community Legal Centre utilises the skills and work of volunteers to extend and enhance its operations and service delivery.

We currently run eight volunteer sessions per week (three at our Frankston office, two at Bentleigh, one at the Pines, one at Cranbourne and one at Rosebud). Most of these sessions are completely volunteer-run, which maximises our limited resources.

At our volunteer advice sessions, qualified lawyer volunteers provide clients with free legal advice. Paralegal / non-lawyer volunteers co-ordinate the session, conduct a preliminary client interview and provide assistance to lawyer volunteers (such as resource and referral information and administrative support). Paralegal volunteers may also sit in on interviews to gain an understanding of legal issues and the advice required. Volunteers may also be involved in administrative and project work.

### ***Induction and Training***

It is compulsory for all paralegal volunteers to undertake training before commencing. Training sessions are conducted as required, either in group sessions or on a one-on-one basis. Group training usually runs for a full day, while one-on-one training may be spread over several shorter training sessions. This will vary according to PCLC volunteer requirements at the time.

An induction for volunteer lawyers will be undertaken prior to commencing.

### ***Volunteer commitment***

It is expected that volunteers at PCLC will commit to a minimum of 12 months participation on the volunteer roster.

### ***PCLC priorities for accepting volunteers***

Applicants should be 18 years of age or over, and priority will be given to applicants who live, work or study in the PCLC catchment area and/or provide the skills and experience which PCLC and its client communities need.



## HOW TO BECOME A VOLUNTEER WITH PENINSULA COMMUNITY LEGAL CENTRE

Peninsula Community Legal Centre is not always able to provide volunteer positions for all applicants. Capacity to place applicants will depend upon the need for particular skills, applicants' ability to meet those skills requirements, and the number of volunteers already working with us.

1. Complete and return the Volunteer Application form (see below).
2. When an appropriate vacancy arises, you will be contacted and invited for induction and/or training.
3. Prior to induction/training, you will be provided, and expected to become familiar with, the PCLC Volunteer Worker Manual.
4. When you have completed the relevant induction and/or training requirements, and signed the Worker Privacy and Confidentiality Undertaking, you will be eligible to be included on the volunteer roster when an appropriate vacancy arises.
5. As per PCLC policy, all paralegal volunteers will be requested to complete and sign a *Consent To Check And Release National Police Record* (the cost to be borne by PCLC).

Following is the Application Form for becoming a volunteer at Peninsula Community Legal Centre. Please return your completed Application Form and any attachments to our Head Office:



Peninsula Community Legal Centre  
Chatsworth House  
Suite 1-4, 431 Nepean Highway  
FRANKSTON VIC 3199

Please ensure you enclose the following:



- Completed Volunteer Application Form;
- Copy of Practising Certificate;
- *Consent to Check and Release National Police Record* (if not a current practitioner);
- Resume (optional)

If you have any queries, please do not hesitate to contact:



Volunteer and Education Program  
Peninsula Community Legal Centre  
Ph: (03) 9783 3600  
Email: [volunteers@pclc.org.au](mailto:volunteers@pclc.org.au)



Peninsula Community  
Legal Centre Inc

## VOLUNTEER APPLICATION FORM

Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Phone Numbers: After Hours \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_

Paralegal / non-lawyer volunteers may be involved in various aspects of Peninsula Community Legal Centre's work. Currently, volunteers are primarily involved in volunteer advice sessions, administrative work and project work.

Please specify which area you are interested in:

- Volunteer Advice Sessions
- Administrative Work
- Project Work

If you are currently studying, which course are you undertaking? \_\_\_\_\_

\_\_\_\_\_

At which institution are you studying? \_\_\_\_\_

If you are currently employed, please state where you work and your occupation:

\_\_\_\_\_

Do you speak a language other than English? If yes, please state which language/s:

\_\_\_\_\_



Peninsula Community  
Legal Centre INC

Please list any other skills or experience you think may be relevant to volunteering with Peninsula Community Legal Centre (attach extra sheets if necessary):

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Please explain briefly why you are interested in volunteering with Peninsula Community Legal Centre:

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As part of our recruitment process we may contact referees to help us determine your suitability for a volunteer position. Please provide details of two referees.

Name	Title	Organisation	Contact Telephone

**VOLUNTEER AVAILABILITY** (Mark "P" for preferred and "A" for available)

Branch	Session	Weekly	Fortnightly	Monthly
Frankston	Monday 5:45pm			
Frankston	Thursday 1:00pm			
Cranbourne	Tuesday 6:30pm			
Pines	Wednesday 7:00pm			
Bentleigh	Monday 6:30pm			
Bentleigh	Thursday 6:30pm			
Rosebud	Monday 6:30pm			

<p>Please note any dates you are unavailable:</p> <hr/> <hr/> <hr/> <hr/>
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**Privacy:**

I hereby consent to the above details being made available to staff members and volunteers (if required) of Peninsula Community Legal Centre Inc. (For a copy of our Privacy Policy, please contact the Centre.)

Signed:

Date: