VOLUNTEER LAWYER INFORMATION & APPLICATION

Information about volunteering -lawyer

About Peninsula Community Legal Centre

PCLC is an independent, not-for-profit organisation that has been providing high quality free legal services since 1977. We provide initial advice to any person who lives, works or studies in our catchment. Our casework is targeted toward individuals or communities experiencing disadvantage with a focus on particular priority groups.

Along side our general practice we have dedicated services covering family law, family violence, fines, tenancy and rooming houses.

PCLC is committed to holistic support and offer services such as social work. We also provide information and education about the law and actively participate in law reform activities

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 seven volunteer sessions per week. 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 volunteers to undertake training before commencing. Training sessions are conducted as required, either in group sessions or on a one-on-one basis. 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 Volunteer Application form

2 When an appropriate vacancy arises, you will be contacted and invited for induction/training.

3 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.

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
441 Nepean Highway
FRANKSTON   VIC   3199
Email   volunteers@pclc.org.au

Checklist -enclose the following:
- Completed Volunteer Application Form;
- Resume (optional)

Enquiries

Volunteer Program
Peninsula Community Legal Centre
(03) 9783 3600
volunteers@pclc.org.au

Volunteer Application Form

Personal Details

[Fullname]   [Date of birth]

[Home address]   [Postcode]

[Postal address]   [Postcode]

[Email]

[Telephone work]   [Telephone After Hours]   [Mobile]

[Emergency Contact]   [Telephone]

[Languages spoken – other than English]

Legal / Work Information

[Date of Admission]   [Practising Certificate]

[Name of Employer]   [Occupation]

Skills & Experience

Please list any 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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How did you find out about Peninsula Community Legal Centre's Volunteer Program?

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Referees

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	Telephone

Volunteer Availability   (Please mark "P" for preferred and "A" for available)

Branch	Session	Weekly	Fortnightly	Monthly
Frankston	Monday 5.30pm			
Frankston	Wednesday 6.30pm			
Frankston	Thursday 1.00pm			
Cranbourne	Tuesday 6.30pm			
Rosebud	Tuesday 6.30pm			
Bentleigh	Monday 6.30pm			
Bentleigh	Thursday 6.30pm			

Please note any dates you are unavailable:

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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 (for a copy of our Privacy Policy, please contact the centre).

_____   _____
[Signature]   [Date]