



Palmdale Engaged

TIME+PASSION+SKILLS



Volunteer Legal Aid Aide

Looking for a way to share your passion for the community with others? Want to engage others in making a difference?

The Palmdale City Library is currently recruiting a Volunteer Legal Aid Aide .

This position will be part of a vibrant team of volunteers working together engage residents in a variety of community opportunities.

A successful Volunteer Legal Aid Aide will have the ability to:

- ◆ Provide good customer service skills – be friendly, understanding and discreet with potentially sensitive issues
- ◆ Help keep people to a schedule, cancelling appointments of late arrivals when needed and interrupting sessions that run late tactfully
- ◆ Interact well with a diverse range of individuals and conduct themselves in a professional manner
- ◆ Troubleshoot basic computer issues related to videoconferencing (Training will be provided if needed)

Volunteer Requirements::

- ◆ Available Tuesdays, 3:00—6:00 pm
- ◆ Ability to pass a DOJ Livescan Background screening
- ◆ Strong Customer Service skills

Residents wishing to join this dynamic team are invited to apply at:

<http://www.cityofpalmdale.org/Residents/Neighborhood-Services/Volunteer>