

**17th JUDICIAL CIRCUIT COURT
WINNEBAGO COUNTY**

VOLUNTEER OPPORTUNITY:

**DOMESTIC VIOLENCE ASSISTANCE CENTER RECEPTION GREETER
DOMESTIC VIOLENCE COORDINATED COURT**

AVAILABLE HOURS: Monday through Friday, 8:00am to 5:00pm; minimum of 4 hours per week

SUMMARY OF RESPONSIBILITIES:

The 17th Judicial Circuit Court is accepting applications for volunteers to staff the reception desk at the Domestic Violence Assistance Center located in the Winnebago County Courthouse. The Domestic Violence Assistance Center (DVAC) is a division of the Domestic Violence Coordinated Court, and serves as an advocacy office within the Winnebago County Courthouse to assist survivors of domestic violence with filing and obtaining Orders of Protection.

Duties include greeting patrons as they enter the Domestic Violence Assistance Center, gathering initial information for screening purposes, and assisting patrons with operating self-help computer kiosks as needed. Volunteers may be asked to escort patrons to courtrooms or other locations within the courthouse. Volunteers will be responsible for general upkeep of the DVAC lobby space and ensuring the DVAC is a welcoming environment for those seeking assistance. Additional duties may be assigned as directed by the DVAC Coordinator and Court Administration. Volunteers will not be responsible for providing direct advocacy services. All volunteer positions are unpaid.

POSITION REQUIREMENTS:

Prior to volunteering, all applicants must complete domestic violence training in addition to position-specific training provided by the DVAC Coordinator and Court Administration. Applicants with a background in the areas of domestic violence, sexual assault, elder abuse, family law and/or social work are welcomed. Experience with computer programs and customer service desired. Applicants must submit to a background check and agree to comply with the Court's Code of Professional Conduct, Anti-Harassment and Anti-Discrimination Policy, Policy on Assistance to Court Patrons, and Domestic Violence and Sexual Assault Policy. Applicants must be 18 years of age or older.

**THOSE INTERESTED IN THIS VOLUNTEER OPPORTUNITY SHOULD SEND A COVER LETTER AND RESUME
ELECTRONICALLY TO:**

**Haley Borchmann
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