



# Illinois JusticeCorps Fellow

Half-Time AmeriCorps Position – 2014-2015

Galesburg, Knox County



Illinois JusticeCorps is an innovative program that enhances access to justice for the growing number of unrepresented people in the courts by empowering and training student volunteers to help people without lawyers navigate the court system by providing legal information and procedural guidance.

People coming to court without lawyers often do not know where to go, what to ask for or who to see for documents. They often are confused, intimidated and scared. JusticeCorps members serve as guides to make the courts more welcoming and less intimidating to people who are navigating this complex and daunting system. JusticeCorps assistance allows people to accomplish the purpose of their visit more efficiently. Members receive thorough training, including about the activities in the courthouse, available resources and the difference between legal information and advice.

The half-time JusticeCorps fellow assigned to Galesburg will take on a leadership role for the student volunteers and assist in coordinating the role of Illinois JusticeCorps in Knox County.

## **Job Responsibilities may include:**

- Assist self-represented litigants at the Law Library and other assigned locations by providing legal information and connecting them to available legal aid resources
- Accompany people without lawyers around the courthouse to help them complete the necessary steps to move forward with their legal matters
- Design and implement information sessions and other resources for people who are coming to court without lawyers.
- Encourage the culture of AmeriCorps and community volunteerism through planning and participating in service projects and other AmeriCorps events
- Work closely with site supervisors to support 300-hour members
- Maintain consistent communication with the Regional Program Coordinator about the current state of the program
- Serve as a role model and providing on-the-spot assistance to 300-hour members
- Coordinate member service schedules and schedule requests
- Recruit, train and manage traditional volunteers working alongside JusticeCorps members.
- Other tasks as assigned

## **Candidates Should:**

- Be friendly and display a positive energy
- Have an interest and curiosity about the law and legal processes
- Be outgoing with a nice personality that demonstrates a willingness to help strangers
- Have a communication style that is clear and patient
- Listen carefully to understand what people need or want
- Understand boundaries in offering assistance and offer help not advice
- Conscientiously and accurately gather and submit data needed for reports
- Be flexible and adaptable to ever changing demands of the daily job environment
- Be able to work both independently and as a member of a group

- Be able to demonstrate initiative and creativity in identifying needs and ways to address them
- Be responsible and dependable
- Bilingual in English and Spanish is strongly preferred

**The position requires that the full-time member:**

- Make a one-year, 900-hour commitment that will begin in October 2014.
- Serve at least 20 hours a week, 8:00am to 4:30pm, at the Knox County Courthouse.
- Attend all training sessions and other events to learn the facts needed to give accurate information.
- Attend required National Days of Service and Member Recognition Day
- Conscientiously gather and submit data needed for reports

**Benefits:**

- Participant will be an AmeriCorps Member
- \$9,000 Living Allowance distributed evenly throughout the participant's term of service
- After completion of 900-hour commitment, volunteer will receive \$2,865 Education Award for education expenses or loan repayment.
- Great professional skills development, work experience and professional references

**How to apply:**

- Send a resume to [applications@iljusticecorps.org](mailto:applications@iljusticecorps.org); Subject line: "Illinois JusticeCorps-Galesburg Fellow Application"

**Questions:**

- Please contact Jon Legg at [jlegg@iljusticecorps.org](mailto:jlegg@iljusticecorps.org) or 872.216.4053 with questions about the position or the application process.