

Workshop Volunteer (Legal and Non-Legal Worker)

Prerequisites for the Position:

- Commitment to the mission and goals of our agency
- Availability from 8:00 am until 12:00 pm on Saturday mornings four times a year
- Attend training the morning of the workshop applicants in filling out required forms
- Bi-lingual (English/Spanish) preferred

Major Duties and Responsibilities May Include:

Non-Legal Worker

- Greet applicants and hand out numbers
- Assist applicants in completing the N-400 and identify red-flags
- Take photos
- Photocopy applications and supporting documentation
- Assemble application packages for mailing
- Translation/Interpretation
- Assist applicants in accessing Selective Service information as needed
- Help with crowd control, direct client to different stages of workshop

BIA Accredited Representatives and Attorneys

- Hold information sessions for volunteers and applicants
- Conduct training for volunteers in advance of workshop event
- Conduct screening of arriving applicants
- Review of completed applications for quality control
- Instruct applicants on next steps
- Floaters for consultation at all stages of workshop

Supervision:

All workshop volunteers will be monitored by an immigration attorney or BIA accredited representative.