



1200 Fifth Avenue, Suite 700 | Seattle, WA 98101

KCBA Pro Bono Services Neighborhood Legal Clinics

Volunteer Name:

Volunteer Position: NLC Intake and Referral Intern

Program Description: The Neighborhood Legal Clinics (NLC) offer free 30-minute client consultations providing limited legal advice and referrals to low-income King County residents and Washington State residents with legal issues in King County. NLC strives to make clinics accessible regardless of barriers such as income, education, language or disability. NLC serves over 8,000 clients annually in 34 legal clinics countywide. NLC I&R Interns provide a valuable service to the community by connecting clients with resources and information, and empowering clients to create solutions to urgent legal problems.

General Duties:

- Screen and schedule clients for legal clinic appointments
- Prepare clients for attorney meetings and provide additional referrals if necessary
- Office administrative duties as needed

Time Commitment: Interns commit to one or two 3.5 hour shifts per week for 6 months. Shifts are Tuesday through Thursday from 8:30 a.m. to 12:00 p.m. at the KCBA offices in downtown Seattle.

Interns are only allowed 2 unexcused absences. Unexcused means there was not 24 hour notice given, and did not reach out with a call or email to explain their absence. More than 2 unexcused absences will result in a one on one meeting with their supervisor. Interns need to email the I&R Assistant if they will miss a shift. Interns need to make an honest effort to their shift covered by using the roster that is included in the weekly reminders.

Interns must give the professional courtesy of giving NLC Staff **2 weeks notice** before their last shift. If extenuating circumstances arise that do not allow interns to fulfill their 6 month commitment, they must let NLC staff immediately.

If you wish to use NLC staff for references, please submit a written request. Staff will base decision to provide reference based on internship attendance, completion of commitment, and quality of work.

Shift Schedule: from 8:30am-12:00pm from

Signature: _____

Date: _____