

## **Courthouse Greeter Job Description**

If you enjoy meeting and helping people while learning about the State of Maine court system, consider applying to be a Courthouse Greeter. The Courthouse Greeter program is a new volunteer opportunity that is being piloted at the York Judicial Center (YJC) in Biddeford.

As a Courthouse Greeter, you will help make the YJC more welcoming by helping visitors navigate the building and find legal information and resources. You will develop and practice your communication skills, including giving courthouse directions and engaging with court users and visitors in a friendly and helpful manner in support of the Judicial Branch's mission of providing access to justice for all.

### **Duties**

- Welcome and guide court users and visitors who need help locating their destination in the courthouse;
- Check daily docket lists for parties;
- Provide information about the courthouse's layout and amenities;
- Direct court users to resources such as informational guides, brochures, language access resources, and other aids available at the clerk's office or on the Judicial Branch website;
- Assist with restocking the inventory of informational resources.

### **Minimum Requirements**

#### **You must be**

- At least 18 years of age;
- Reliable and punctual, with access to your own transportation to the courthouse;
- Willing and interested in learning about the Judicial Branch, court processes, and the resources that are integral to your role as a Greeter;
- Enthusiastic about helping court users have a positive experience at the courthouse;
- Able to communicate comfortably with a variety of court users and cultures; and
- Available to work 2-4 hours per day on the days scheduled. Your individual schedule will be mutually determined.

### **Please Note**

- This is a volunteer, unpaid position.
- A criminal background check must be completed before your start date.
- To apply, complete the Volunteer Greeter Application and criminal background check information.