



PRINTING STATION VOLUNTEER (WV)

Immigration Legal Services

Scope of Work: Print, scan, and copy documents at immigration legal services clinics.

Opening Doors holds legal clinics for individuals and families who need assistance completing their immigration applications. This includes asylum, temporary protected status, and renewal of humanitarian parole (re-parole).

As a printing station volunteer, you will help with copying, scanning, and printing applications and other documents during the clinic. Clinic participants may bring documents to the clinic that need to be scanned and copied, and when an immigration application is completed, it must be scanned as well. This opportunity may require some walking but will mostly be seated.

Although this volunteer opportunity does not include any direct legal work, it is a great opportunity to learn more about the application process for a variety of immigration statuses.

Time Commitment: We request volunteer support once a month, over the course of three months, depending on the clinic schedules. Each clinic may be anywhere from a half day (3 to 5 hours) to a full day (5 to 8 hours) depending on the type of clinic.

Location: 1111 Howe Avenue, Suite 200, Sacramento, California, 95825

Requirements:

- Strong computer skills and comfortable working with printers and scanners
- Willingness to adhere to ODI's volunteer and workplace policies, including client confidentiality