



City of Bothell™

City of Bothell, Washington

Community Court Volunteer Description

Volunteer Position: Community Court Volunteer

Department: Bothell Municipal Court

Reports to: Kary Dare, Community Court Coordinator | Shelby Krogh, Volunteer & Special Event Coordinator

Goal/Purpose: Community Court is an alternative problem-solving court that 1) seeks to identify underlying challenges an individual may be facing that contribute to criminal activity, 2) reduce future criminal offenses, and 3) link individuals to resources in the community.

The City of Bothell's Community Court is seeking volunteers to assist with a variety of tasks ranging from greeting visitors, connecting participants with resource providers, and general office tasks.

Duties and Responsibilities:

- Greet participants and provide information and assistance to visitors of the Community Court.
- Assist with setup and teardown of meeting rooms.
- Prepare and distribute care packs to participants.
- Help connect participants with resource provider information.
- Assist with general office tasks.
- Report any issues or unanswered questions to the Community Court Coordinator.

Location and Working Conditions: Community Court is located at the Bothell Municipal Court, 10116 NE 183rd Street, Bothell, WA 98011. Work is performed primarily in an office or courtroom environment.

Time Commitment:

This unpaid position will require approximately 10-15 hours of volunteer service per month, typically on Wednesday afternoons. We request a minimum three-month commitment for this volunteer position.

Qualifications and Requirements:

- 18+ years of age or older.
- Complete a criminal history background check.
- Ability to volunteer in-person at the Municipal Court in downtown Bothell.
- Adhere to all policies, procedures, and decorum of Bothell Municipal Court.
- Maintain confidentiality of work-related issues, client records, and City information.

- Deal tactfully and courteously with the general public and others seeking information about Court's functions and activities.
- Communicate effectively with the public and staff.
- Strong interpersonal skills; ability to support staff members while following direction.
- Ability to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight.
- Complete training with the Bothell Municipal Court

Benefits:

- Help connect individuals to community resources and services.
- Experience the opportunity to work with dedicated public servants.
- Make a difference in your community.

Apply:

Volunteer Applications will be accepted electronically [here](#). Applicants are asked to complete a brief online form. Position open until filled.