



# VOLUNTEER OPPORTUNITIES FOR HIGH SCHOOL STUDENTS

## **CLERICAL AIDES & MESSENGERS:**

Assignments are available in most Judiciary offices. They include: the Jury Pool, Civil Court, the Legislative Team, (spring semester only), Driver's Education Division and the Traffic Violations Bureau. Depending on your skills, your interests, and location of assignment, you may be doing: document delivery, reception, telephoning, filing, statistical compiling, typing and helping clients fill out forms.

## **DOCENTS, GUIDES AND GREETERS:**

Placement is with the Judiciary History Center. This is an opportunity to inform the public about Hawaii's unique judicial history.

## **DATA ENTRY CLERKS:**

Assignments are for those skilled and experienced with computers. Attention to details is essential.

## **PROGRAM ASSISTANTS:**

Duties may include helping in planning and carrying out special projects, contacting other volunteers to monitor their progress, or maintaining statistical records.

## **MICROFILM AIDES:**

Prepare documents for microfilming, use microfilm camera, and inspect records for accuracy. Volunteers must be able to lift a full box of files.

**State of Hawaii Judiciary  
VOLUNTEERS IN PUBLIC SERVICE  
TO THE COURTS (VIPS)  
CALL TODAY  
539-4909  
Email:  
[Volunteers.VIPS@courts.hawaii.gov](mailto:Volunteers.VIPS@courts.hawaii.gov)**