

# VOLUNTEER INFORMATION DESK LOCATIONS



**East County Hall of Justice**  
5151 Gleason Drive  
Dublin 94568

**Fremont Hall of Justice**  
39439 Paseo Padre Parkway  
Fremont 94538

**Hayward Hall of Justice**  
24405 Amador Street  
Hayward 94544

**René C. Davidson Courthouse**  
1225 Fallon St.  
Oakland 94612

**Wiley W. Manuel Courthouse**  
661 Washington Street  
Oakland 94607



*I volunteer to keep active and serve  
the community in my retirement.*

*-- Court Volunteer*



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## HOW TO APPLY

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**For an application packet,  
please contact the Volunteer  
Information Officer Program  
by phone or by email:**

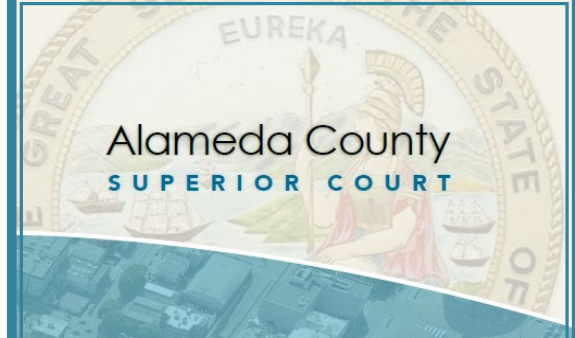
**510-647-4421**  
**[volunteer@alameda.courts.ca.gov](mailto:volunteer@alameda.courts.ca.gov)**



Superior Court of California,  
County of Alameda  
René C. Davidson Courthouse  
1225 Fallon St. Room 107-Mez  
Oakland, CA 94612

*Updated November 2021*

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# VOLUNTEER INFORMATION OFFICER PROGRAM



**SUPERIOR COURT OF CALIFORNIA,  
COUNTY OF ALAMEDA**

## PROGRAM HISTORY

In 1998, the Superior Court worked with residents of Alameda County to develop a Community Focused Strategic Plan. Among other proposals, this plan called for the Court to provide better information services at each court location. To reach this goal, the Court created its Volunteer Information Officer Program.

This program not only allows the Court to provide better service to the public, but also lets the public show their support for the Court. Today we have approximately forty volunteers serving the public at five locations: two in Oakland, and one each in Hayward, Dublin, and Fremont.

## OUR VOLUNTEERS

The diversity of our volunteers is one of the greatest strengths of our program. While our volunteers come from varied cultures and locations throughout Alameda County, they all have one thing in common: a desire to give back to their community.

Once accepted to the program, Volunteer Information Officers answer questions from the public, help the Court run smoothly, and foster a spirit of community service and civic participation.

## Volunteers Wanted!

- Do you enjoy working with the public?
- Are you patient and understanding?
- Do you have a passion for justice and community service?

*If so...*

Apply to join the Superior Court of Alameda County's Volunteer Information Officer Program!

- Flexible hours
- Fulfilling work
- Give back to the community

*Not only do I gain court knowledge and experience, but giving back to the community is so rewarding.*

*-- Court Volunteer*

## QUALIFICATIONS

- Pass a background check
- Commitment to the court system
- Ability to work with court visitors in possibly stressful situations

## DUTIES

- Provide public services information such as public transportation schedules and parking lot locations
- Provide directions for courtrooms or offices located within courthouses
- Provide courtroom calendar information

## COMMITMENT

- Volunteers are assigned to four hour shifts on a pre-determined schedule Monday through Friday
- Volunteers must work a minimum of one shift per week, and are asked to commit to one year of service