

## VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

**Name of Organization:** Legal Aid Society of Northeastern New York

**Brief Description of Organization:** The Legal Aid Society of Northeastern New York is a non-profit law firm which provides free legal services to low-income people in Northeastern New York. The Legal Aid Society of Northeastern New York provides effective, free civil legal services, education to, and advocacy for people with low incomes or other barriers to accessing the legal system. We secure basic needs, protect and preserve legal rights, provide equal access to justice and seek fairness and dignity for our clients. We serve a 16-county service area in northeastern New York: Albany, Clinton, Columbia, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, St. Lawrence, Warren, and Washington. The Legal Aid Society has offices in Albany, Amsterdam, Canton, Plattsburgh, and Saratoga Springs.

**Population Served:** We provide assistance and representation to poor people in civil, not criminal, cases. We represent the 16-county service area in northeastern New York, the St. Regis Mohawk Tribe, and all homeless people.

**Website:** <http://www.lasnny.org/>

**Phone:** 518-689-6322

**Address:** 55 Colvin Avenue  
Albany, NY 12206

## VOLUNTEER COORDINATOR CONTACT

**Name:** Cheyenne James

**Title:** Pro Bono Innovator/Staff Attorney

**Phone:** (518)587-5188

**Email:** cjames@lasnny.org

## VOLUNTEER OPPORTUNITIES

**Wills, Health Care Proxies, Power of Attorney:** Preparation of a will, health care proxy or power of attorney.

**Can Volunteers Work Off-Site?** Yes, it is LASNNY's preference.

**Type of Work:** Full Representation (Transactional).

**Location, Days and Hours of Volunteer Opportunity:** Volunteer's preference.

**Area of Substantive Law:** Trusts and Estates; Advanced Directives.

**Supervision:** LASNNY does not supervise volunteers; rather, they act as a liaison. The volunteer is responsible for his or her own case.

**Training:** Training is available if the volunteer is committed. LASNNY also has their own training programs, as well as mentors.

## REQUIREMENTS OF VOLUNTEER

**Time Commitment:** 3 to 5 hours per client.

**Previous Experience in Substantive Law Required:** Helpful, but not necessary.

**Specific/Previous Training Required:** Helpful, but not necessary.

Updated 3.16.2015