

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: Legal Aid Society of Rochester, NY

Brief Description of Organization: The Legal Aid Society of Rochester (LAS) is a not-for-profit organization that provides direct civil legal services, including lay advocacy and related human services, to adults and children. We ensure that those who seek justice have an opportunity to receive a fair and full hearing. We obtain legal solutions that have a beneficial impact on our clients and the community.

Population Served: Adults, children, homeowners, renters, and immigrants in Monroe County.

Website: <http://www.lasroc.org/>
Phone: 585-232-4090
Address: One West Main Street
Suite 800
Rochester, New York 14614

VOLUNTEER COORDINATOR CONTACT

Name: Kathy James
Title: Director of Operation
Phone: 585-295-5774
Email: kjames@lasroc.org

VOLUNTEER OPPORTUNITIES

Immigration Program: The immigration program provides high quality and vigorous legal representation to assist immigrants to legalize their status, defeat deportation efforts, and/or be educated about their rights as aliens. The Program provides services throughout Western, Central, and Northeastern NY.

Can Volunteers Work Off Site: No. Most of the work is in court. The volunteer does not work from their home or own office.

Type of Work: Full Representation.

Location, Days and Hours of Volunteer Opportunity:
LAS office and Monroe County Court. Office hours are 8:45am-5:00pm on Monday-Thursday and 9:00am-5:00pm on Friday.

Area of Substantive Law: Immigration Law.

Supervision: LAS provides a supervisor for each unit. In addition to weekly meetings, the volunteer shadows the supervising attorney in court.

Training: LAS's orientation is divided into 2 parts - administrative and program orientation. The supervisors train the volunteers according to practice area. They provide written materials with procedures for handling cases and DVDs for the immigration practice. The volunteer shadows the supervising attorney in court.

REQUIREMENTS OF VOLUNTEER

Time Commitment: Flexible.

Previous Experience in Substantive Law Required:
Required to volunteer for the Immigration Program.

Specific/Previous Training Required: Yes.

OTHER INFORMATION

[Apply to be a Volunteer](#)