

**VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS**

**Name of Organization:** Legal Services NYC-Bronx

**Brief Description of Organization:** Legal Services NYC-Bronx is a constituent corporation of Legal Services NYC, the largest organization exclusively devoted to providing free civil legal services in the United States. Legal Services NYC-Bronx is the largest single program in the system and is made up of passionate attorneys and staff who provide their clients with a comprehensive approach to solving their legal problems and getting them back on their feet. Legal Services NYC has been in existence for more than 44 years.

**Population Served:** Low-income Bronx residents.

**Website:** <http://www.Bronx.legalservicesnyc.org/>  
**Phone:** (718) 928-3700  
**Address:** 579 Courtlandt Avenue, Bronx, NY 10451

**VOLUNTEER COORDINATOR CONTACT**

**Name:** Jill Siegel  
**Title:** Deputy Project Director  
**Phone:** (718) 928-3744  
**Email:** jsiegel@bx.ls-nyc.org.org

**VOLUNTEER OPPORTUNITY**

**Elder Law Unit of Legal Services NYC-Bronx:** Legal Services NYC-Bronx provides free legal assistance services to Bronx elderly residents (over the age of 60). The Elder Law Unit is looking for experienced attorneys to prepare wills, health care proxies, living trusts, advanced directives and powers of attorney for seniors who are homebound or institutionalized. Volunteers must be willing to visit seniors in their homes, hospitals, nursing homes or other institutions.

**Can Volunteers Work Off Site?** Yes, they are expected to visit clients in their homes or institutions.

**Type of Work:** Full Representation (Transactional); Legal Research & Writing.

**Location, Days and Hours of Volunteer Opportunity:**  
Legal Services NYC-Bronx is located at 579 Courtlandt Avenue, Bronx, NY 10460.

**Area of Substantive Law:** Wills and Advanced Directives.

**Supervision:** Volunteers will receive minimal supervision from Legal Services NYC-Bronx attorneys. We are looking for attorneys who have experience doing wills and advanced directives.

**Training:** Arrangements can be made to provide an overview training to a group of attorneys.

**REQUIREMENTS OF VOLUNTEER**

**Time Commitment:** The total time commitment and time frame over which the assignment is completed varies depending on the assignment.

**Previous Experience in Substantive Law Required:** Yes. **Specific/Previous Training Required:** Yes.

**OTHER INFORMATION**

[Apply to be a Volunteer](#)