

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: New York County Lawyer's Association (NYCLA)

Brief Description of Organization: The New York County Lawyers' Association has historically been one of the largest and most influential county bar associations in the country. The Association is organized as a bar association exclusively for charitable and educational purposes with the primary objective of promoting the public interest by: 1) advancing the science of jurisprudence; 2) promoting the administration of justice and reforms in the law in the public interest; 3) elevating the standards of integrity, honor and courtesy in the legal profession and fostering the spirit of collegiality among members of the Association and throughout the bar; 4) applying its knowledge and experience in the field of law to the promotion of the public good; 5) arranging for the provision by its members of free legal services for indigent, low income and other persons in need; 6) ensuring access to justice for all; 7) advocating for a strong and independent judiciary; 8) encouraging diversity throughout the legal profession; 9) maintaining high ethical standards for the bench and bar; 10) promoting high-quality legal education and other resources for law students and lawyers; and such other charitable purposes.

Note: Volunteers must be NYCLA members in order to participate in NYCLA volunteer opportunities.

Population Served: Low-income individuals and families throughout New York City.

Website: www.nycla.org
Phone: (212) 267-6646
Address: 14 Vesey Street
New York, NY 10007

VOLUNTEER COORDINATOR CONTACT

Name: Lois Davis
Title: Director of Pro Bono Programs
Phone: (212) 267-6646 x217
Email: ldavis@nycla.org

VOLUNTEER OPPORTUNITIES

Project Restore - Provides assistance to individuals with misdemeanor and felony convictions who are denied vocational licenses by the New York Department of State. This unique program provides representation for applicants whose adjudicated criminal history predates the employment license application and is the basis for the denial.

Can Volunteers Work Off Site: Yes. Volunteers may meet with clients in their own office.

Type of Work: Full Representation.

Location, Days and Hours of Volunteer Opportunity: Flexible.

Area of Substantive Law: Employment Law.

Supervision: Mentors will be available for questions.

Training: Volunteers must attend a mandatory training, which is held by NYCLA every three months. Written materials are provided. Please contact Ms. Davis for upcoming training dates.

REQUIREMENTS OF VOLUNTEER

Time Commitment: Volunteers must take at least one case.

Previous Experience in Substantive Law Required: No.

Specific/Previous Training Required: No.

OTHER INFORMATION

Requirements of Project Restore volunteers: 1) must be a NYCLA member in good standing; 2) must be admitted to the New York Bar for at least one year; and, 3) must attend the mandatory training session.

[Apply to be a Volunteer](#)