

### VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

**Name of Organization:** Pro Bono Partnership (PBP)

**Brief Description of Organization:** PBP provides pro bono business legal services to nonprofit agencies in the belief that the knowledge and application of sound legal practices make nonprofit organizations more effective and better able to focus their resources on supplying vital services to the community.

**Population Served:** Non-profit corporations.

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

**Phone:** 914-328-0674

**Address:** 237 Mamaroneck Avenue, Suite 300  
White Plains, NY 10605

### VOLUNTEER COORDINATOR CONTACT

**Name:** Sarah Persily

**Title:** Senior Staff Attorney

**Phone:** (914) 328-0674 ext. 328

**Email:** [spersily@probonopartner.org](mailto:spersily@probonopartner.org)

### VOLUNTEER OPPORTUNITIES

**Contracts:** There are two volunteer opportunities that involves contracts. The first is with the Child Care Council of Westchester. The Council requests advice on terms of service contract with an organization that sets up "donor advised accounts" on its website. The other opportunity is with the Tails of Hope Foundation. The Foundation requests assistance with drafting a template agreement regarding charms to be sold to benefit the Organization.

**Can Volunteers Work Off Site:** Yes, volunteers must have an independent space to work from either the office or home.

**Type of Work:** Limited Legal Advice.

**Location, Days and Hours of Volunteer Opportunity:**  
Child Care Council - 313 Central Park Ave., Scarsdale, NY 10583. Tails of Hope Foundation - Orange, NY.

**Area of Substantive Law:** Contracts.

**Supervision:** PBP has several lawyers on its staff that provides minimal supervision of its volunteer attorneys. Generally, these supervisors will check in periodically with the volunteer to get a status report of the case.

**Training:** PBP provides neither an orientation nor training program for its volunteers. It does, however, conduct workshops and CLE trainings, which are open to the public.

### REQUIREMENTS OF VOLUNTEER

**Time Commitment:** Projects are completed at the volunteer's own pace and generally can require anywhere between several hours to a couple months to complete.

**Previous Experience in Substantive Law Required:** Yes.

**Specific/Previous Training Required:** Yes.

### OTHER INFORMATION

[Apply to be a Volunteer](#)