

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: Pace Women's Justice Center

Brief Description of Organization: Founded in 1991, the Pace Women's Justice Center is a highly respected, multi-faceted legal services center that serves over 2800 victims and survivors of domestic violence and elder abuse every year through the skillful and innovative use of the law. The Center makes legal information and resources readily available to the general public

Population Served: Low-income families.

Website: <http://www.law.pace.edu/wjc>

Phone: (914) 422-4069

Address: Pace Women's Justice Center at Pace Law School, 78 North Broadway, White Plains, NY 10603

VOLUNTEER COORDINATOR CONTACT

Name: Natalie J. Sobchak

Title: Director of Pro Bono Programs

Phone: (914) 422-4425

Email: nsobchak@law.pace.edu

VOLUNTEER OPPORTUNITY

HelpLine: This is a free service to callers seeking brief legal information and guidance. Callers are primarily from Westchester and Putnam Counties needing information regarding family law issues. Other issues often inquired about include domestic violence, benefits, housing, landlord/tenant, consumer credit, and foreclosure.

Can Volunteers Work Off Site? No.

Type of Work: Legal service helpline.

Location, Days, Hours of Volunteer Opportunity:
White Plains, Monday -Friday, 9am - 5pm.

Area of Substantive Law: Family law.

Supervision: Volunteers will be fully supervised by staff attorneys.

Training: Volunteers will participate in training sessions on Domestic Violence, Center programs and resources, and Helpline procedures before beginning to volunteer. Hands-on training with staff attorney also required.

REQUIREMENTS OF VOLUNTEER

Time Commitment: Attorneys may volunteer for 2-3 hour shifts, one or more times each month (depending upon the volunteer's availability and staffing considerations).

Previous Experience in Substantive Law Required: No.

Specific/Previous Training Required: No.

OTHER INFORMATION

Volunteers must interview with the Pace Women's Justice Center before being able to volunteer.