

### VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

**Name of Organization:** Queens Volunteer Lawyers Project, Inc. (QLVP)

**Brief Description of Organization:** The Queens Volunteer Lawyers Project, Inc. is a not-for-profit legal assistance program dedicated to providing attorneys on a pro bono basis to residents of Queens County who cannot afford to retain a lawyer to resolve their civil legal problems.

**Population Served:** Residents of Queens County who cannot afford to retain a lawyer.

**Website:** <http://www.qcba.org/pro-bono/>

**Phone:** (718) 291-4500

**Address:** 90-35 148th Street  
Jamaica, NY 11435

### VOLUNTEER COORDINATOR CONTACT

**Name:** Mark Weliky

**Title:** Executive Director/Pro Bono Coordinator

**Phone:** (718) 291-4500 ext. 225

**Email:** mweliky@qcba.org

### VOLUNTEER OPPORTUNITIES

**Queens CLARO Project:** CLARO is an advice and counsel project offered to pro se debtors sued by creditors.

**Can Volunteers Work Off Site:** No.

**Type of Work:** Limited Legal Advice, mostly litigation related to consumer debt collection.

**Location, Days and Hours of Volunteer Opportunity:**  
Every Friday afternoon from 1:30pm to 4:00pm at Queens County Civil Court in Jamaica.

**Area of Substantive Law:** Consumer Debt.

**Supervision:** The CLARO clinic coordinating attorney is on site.

**Training:** QVLP requires that all volunteers undergo at least some training unless the volunteer has substantial experience in that area of law. It provides free seminars for volunteers on various topics. They also have written materials, videos/DVDs of trainings which volunteers can watch, and sometimes it offers courses for CLE credit.

### REQUIREMENTS OF VOLUNTEER

**Time Commitment:** The clinic takes place every Friday afternoon from 1:30pm to 4:00pm at Queens County Civil Court in Jamaica.

**Previous Experience in Substantive Law Required:** No.

**Specific/Previous Training Required:** No.

### OTHER INFORMATION