

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

Wills: Assist clients in the drafting and execution of wills.

Can Volunteers Work Off Site: Yes.

Type of Work: Full Representation; Legal Research & Writing.

Location, Days and Hours of Volunteer Opportunity:
Volunteer works from their own home or office or may meet with clients at the QVLP office.

Area of Substantive Law: Trusts and Estates.

Supervision: QVLP provides plenty of mentoring for its volunteers. They have a mentoring panel, which takes phone calls from volunteers. Plus, Mr. Weliky is always willing to talk with a volunteer.

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: Depends on the nature of the case.

Previous Experience in Substantive Law Required: No.

Specific/Previous Training Required: No.

OTHER INFORMATION