

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: Staten Island CLARO Program

Brief Description of Organization: The Staten Island CLARO Program is a partnership with the Richmond County Bar Association, the Staten Island Women's Bar Association, the Feerick Center for Social Justice at Fordham Law School, and student volunteers from Wagner College. Staten Island CLARO is a twice-monthly court-based clinic providing limited legal advice to unrepresented consumers and debtor defendants on consumer debt issues. The clinic takes place in Richmond County Civil Court on the first Tuesday of the month from 2:00pm to 4:00pm and the third Thursday of the month from 6:00pm to 8:00pm.

Population Served: Staten Island residents with consumer debt issues.

Website: www.claronyc.org

Phone: 347-927-3417

Address: Richmond County Civil Courthouse, 927 Castleton Avenue, 2nd Floor, Staten Island, NY 10310

VOLUNTEER COORDINATOR CONTACT

Name: Dora Galacatos

Title: Feerick Center Senior Counsel

Phone: 212-636-7747

Email: galacatos@law.fordham.edu

VOLUNTEER OPPORTUNITIES

Limited Legal Advice Clinic: Volunteers provide limited legal advice during weekly court-based clinics to unrepresented Staten Island residents, many of them disabled, elderly, indigent or working poor. A consumer law expert is onsite at every CLARO session to provide support and answer questions from volunteer attorneys.

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: Richmond County Civil Courthouse, 927 Castleton Avenue, 2nd Floor, Staten Island, NY 10310 on the first Tuesday of the month from 2pm-4pm and the third Thursday of the month from 6pm-8pm.

Area of Substantive Law: Consumer Debt.

Supervision: Consumer Law Experts are onsite at every CLARO session to supervise volunteer attorneys and to provide backup expertise.

Training: Volunteer attorneys must attend a three-hour Basic CLARO Training Program, which is offered approximately two to three times per year. Presentations are made by consumer law experts explaining laws and regulations for consumer debt issues, using training manuals.

REQUIREMENTS OF VOLUNTEER

Time Commitment: A minimum of two sessions for a total of 6 hours of service. Otherwise, scheduling is flexible.

Previous Experience in Substantive Law Required: No.

Specific/Previous Training Required: Yes. Volunteers must first attend a 3-hour basic training program.

[Apply to be a Volunteer](#)