

**VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS**

**Name of Organization:** Volunteer Legal Services Project of Monroe County, Inc. (VLSP)

**Brief Description of Organization:** VLSP's mission is to improve the quality of life of low-income residents of Monroe County by ensuring the existence of a readily available panel of skilled volunteer attorneys to resolve serious legal problems. VLSP's pro bono opportunities include traditional case referrals as well as limited legal services at a variety of clinics and a consumer law hotline.

**Population Served:** Low-income residents of Monroe County.

**Website:** <http://vlsprochester.org>  
**Phone:** (585) 232-3051  
**Address:** 1 West Main Street, 5th Floor  
Rochester, NY 14614

**VOLUNTEER COORDINATOR CONTACT**

**Name:** Sheila Gaddis  
**Title:** Pro Bono Coordinator  
**Phone:** 585-295-5702  
**Email:** sgaddis@wnylc.com

**VOLUNTEER OPPORTUNITIES**

**Consumer Law Hotline:** Volunteers interview clients experiencing issues with frozen bank accounts, wills, tax issues, deed transfers, probate, and name changes in order to assist VLSP in determining whether additional pro bono assistance is required. When appropriate, volunteers provide brief advice to clients to resolve their issue.

**Can the Volunteer work from home or his or her office:** Yes.

**Location, Days, and Hours of Volunteer Opportunity:** Rochester. Any two-hour timeframe of the volunteer's choosing during during business hours (M-F, 9:00 a.m.-5:00 p.m.).

**Area of Substantive Law Preferred:**  
Consumer, Tax, and Trusts and Estates.

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

**Supervision:** Volunteers will be supervised by a member of the VLSP staff, as well as by a member of the site that the volunteer is placed at, if applicable.

**Training:** Volunteers will be trained. VLSP conducts CLE trainings in this area. Materials are available for independent study. Mentoring by a VLSP staff attorney is available.

**REQUIREMENTS OF VOLUNTEER**

**Time Commitment Required of Legal Volunteers:** Attorneys may volunteer weekly, bi-monthly, or monthly.

**Previous Experience in Substantive Law Required:** No. A consumer law manual is provided.

**Previous Training Required:** No.

**OTHER INFORMATION**