

**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**

**Low Income Taxpayer Clinic:** The Low Income Taxpayer Clinic (LITC) strives to educate Deaf and Hard of Hearing (D/HH) taxpayers about their rights and responsibilities and to resolve significant tax issues with the IRS. The LITC concentrates its outreach activities to D/HH individuals, human services agencies and organizations that serve D/HH individuals, and at community events. The LITC offers workshops on substantive tax information like EITC and IRS collections process. For D/HH individuals who may need legal representation to resolve their tax problems, VLSP will screen for eligibility based on income/assets and case merit.

**Can the Volunteer work from home or his or her office:** No.

**Location, Days, and Hours of Volunteer Opportunity:** Rochester, NY.      **Area of Substantive Law Preferred:** Tax Law.

**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:** Clinics generally run for 2 hours.

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

**OTHER INFORMATION**