

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

Tax Issues: VLSP handles many types of disputes with the IRS including, but not limited to, issues with earned income tax credit, dependency exemptions, head of household filing status, pension income, independent contractors, and other tax issues. VLSP can help with examinations or audits, collections, appeals and injured spouse tax relief.

Can the Volunteer work from home or his or her office: Yes, but should be available by email or phone.

Location, Days, and Hours of Volunteer Opportunity: Rochester. Varies.

Area of Substantive Law Preferred: Tax Law.

Type of Work: Full Representation.

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: Varies.

Previous Experience in Substantive Law Required: No.

Previous Training Required: No.

OTHER INFORMATION