

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

Wills Clinic: The Wills Clinic assists clients with HIV/AIDS who want to prepare simple Wills, Health Care Proxies and Powers of Attorney. Many of VLSP's clients are single parents who want to prepare a will in order to name a guardian for their children in the event that their illness prevents them from raising their children to adulthood.

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

Location, Days, and Hours of Volunteer Opportunity: Held quarterly at AIDS Care, 259 Monroe Avenue, Rochester, from 12:00 noon to 2:00 PM. **Area of Substantive Law Preferred:** Trusts & Estates.

Type of Work: Short term, limited legal service.

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:** 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: The clinic is held quarterly at AIDS Care, 259 Monroe Avenue, Rochester, from 12:00 noon to 2:00 PM.

Previous Experience in Substantive Law Required: No.

Previous Training Required: No.

OTHER INFORMATION