

**VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS**

**Name of Organization:** Volunteers of Legal Service (VOLS)

**Brief Description of Organization:** VOLS provides pro bono civil legal services to benefit poor people in New York City. VOLS identifies areas of legal need, develops projects to meet these needs, and recruits volunteer lawyers and law firms to provide the legal services necessary to address these needs.

**Population Served:** VOLS serves these vulnerable New York City populations: children, the elderly poor, claimants denied unemployment insurance benefits, incarcerated mothers, persons with HIV/AIDS, and low-income micro-entrepreneurs.

**Website:** <http://www.volsprobono.org/>

**Phone:** (212) 966-4400

**Address:** 281 Park Avenue South  
New York, New York 10010

**VOLUNTEER COORDINATOR CONTACT**

**Name:** Alex Ryley

**Title:** Director, VOLS Elderly Project

**Phone:** 347-521-5704

**Email:** aryley@volsprobono.org

**VOLUNTEER OPPORTUNITIES**

**The Elderly Project:** VOLS conducts monthly legal clinics in Manhattan at fourteen senior centers where seniors discuss their legal concerns in confidence, receive legal advice and/or referrals, and obtain a referral to a volunteer lawyer for representation. The VOLS Elderly Project uses volunteer attorneys to assist seniors in the preparation of Life-Planning Documents (Wills, Medical Directives, and Powers of Attorney).

**Can Volunteers Work Off Site:** Yes, VOLS provides no working space for volunteers.

**Type of Work:** Preparation of Life-Planning Documents (Wills, Medical Directives and Powers of Attorney).

**Location, Days, and Hours of Volunteer Opportunity:**  
Volunteers' own office.

**Area of Substantive Law:** Wills, Powers of Attorney, Medical Directives

**Supervision:** The VOLS Elderly Project Director is a lawyer specializing in elder law. He provides mentoring and supervision to volunteer lawyers.

**Training:** A training session and written materials on Preparing Lifetime Planning Documents can be provided.

**REQUIREMENTS OF VOLUNTEER**

**Time Commitment:** Commitment to meet with client and prepare documents, generally 5 - 10 hour per case.

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

**Specific/Previous Training Required:** No.

**OTHER INFORMATION**

Malpractice insurance covers volunteer lawyers.