

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: Volunteers of Legal Service (VOLS)

Brief Description of Organization: VOLS' mission is to leverage the good will, resources, and talents of New York City's leading law firms to provide pro bono legal assistance to the city's neediest residents.

Population Served: VOLS serves these vulnerable New York City populations: children, the elderly poor, claimants denied unemployment insurance benefits, incarcerated mothers, immigrants 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: Sara Effron

Title: Associate Director

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VOLUNTEER OPPORTUNITIES

Incarcerated Mothers Law Project: Volunteers provide one-on-one legal counseling to mothers on child custody and visiting issues at the city's jail on Rikers Island and at Taconic Correctional Facility located in Bedford Hills, a state prison.

Can Volunteers Work Off Site: Yes. Volunteer lawyers meet with clients at the correctional facilities and conduct follow-up off-site.

Type of Work: Full Representation; Limited Legal Advice.

Location, Days, and Hours of Volunteer Opportunity:
Monthly legal intake conducted at each correctional facility.

Area of Substantive Law: Family Law.

Supervision: A family law consultant mentors volunteer lawyers and is on-site at each prison visit.

Training: VOLS conducts an annual training session for volunteers, provides written training materials and a videotape of a live prior training session.

REQUIREMENTS OF VOLUNTEER

Time Commitment: Generally, each prison visit takes 2 to 3 hours depending on location and travel time. Follow up depends on type and nature of legal case. Lawyers are asked to commit to attending monthly sessions at one facility on an ongoing basis.

Previous Experience in Substantive Law Required: No.

Specific/Previous Training Required: Training provided by VOLS.

OTHER INFORMATION

Malpractice insurance is provided.