

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: Dave Fillingame

Title: Director, Unemployment Insurance Advocacy Project

Phone: 347-521-5710

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VOLUNTEER OPPORTUNITIES

Unemployment Insurance Advocacy Project: Volunteers represent claimants who have been denied unemployment insurance benefits at hearings before administrative law judges and may appeal adverse rulings to the Unemployment Insurance Appeal Board.

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

Type of Work: Administrative Hearings & Agency Advocacy.

Location, Days, and Hours of Volunteer Opportunity:
Volunteers' own office or space at the Department of Labor
Unemployment Insurance Appeal Board.

Area of Substantive Law: Unemployment Benefits. Administrative Law.

Supervision: VOLS provides mentors to work with
volunteers on their cases.

Training: VOLS invites volunteer lawyers to participate in a live training
session it holds for law firms.

REQUIREMENTS OF VOLUNTEER

Time Commitment: On average, preparation for a hearing involves a commitment of 15 to 20 hours over a six-week period.

Previous Experience in Substantive Law Required: No.

Specific/Previous Training Required: No. VOLS provides training.

OTHER INFORMATION