

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: The Children's Law Center (CLCNY)

Brief Description of Organization: CLCNY is a not-for-profit law firm that provides legal representation to children in custody/visitation, domestic violence, guardianship and connected child protective cases in Family and Criminal Court matters. We utilize an interdisciplinary model of CLCNY attorneys, social workers, paralegals, caseworkers, administrative staff and volunteers to comprehensively work with our clients.

Population Served: Children and low-income families

Website: <http://www.clcny.org/>

Phone: (718) 522-3333

Address: 44 Court Street, Brooklyn NY 11201

VOLUNTEER COORDINATOR CONTACT

Name: Tanisha S. McKnight, Esq.

Title: Director of Paralegal & Volunteer Services

Phone: (718) 522-3333 x130

Email: tmcknight@clcny.org

VOLUNTEER OPPORTUNITY

Full Legal Representation: Under the leadership of the Deputy Director of Trials & Trainings and the Director of Paralegal & Volunteer Services, the Pro Bono Attorney will have an opportunity to represent CLCNY clients in trial level family court cases. The Pro Bono Attorney will be assigned a CLCNY mentor to acclimate him/her to the Family Court players and the culture of the CLCNY offices, while ensuring continuity of CLCNY client relationships.

Can Volunteers Work Off Site: On site volunteering is preferred as it is necessary for the training component to our work. However, where possible we are flexible and will try to adjust work arrangements accordingly. Volunteers will be provided a workstation, computer, telephone and email.

Location of Volunteer Opportunity: Brooklyn, Bronx & Queens

Area of Substantive Law: Custody, Visitation, Guardianship, Child Protection, Family Offense & Domestic Violence.

Supervision: The volunteers are paired with a CLCNY attorney mentor and are fully supervised.

Training: Volunteers will participate in a comprehensive training which consists of lecture style and observation of court proceedings, client and litigant interviews. The volunteer will also be assigned an appellate brief or portion thereof, or a motion and given incremental deadlines for completion. He/she will undergo intensive supervision/revising by the writing supervisor.

REQUIREMENTS OF VOLUNTEER

Time Commitment: Minimum of 2 days per week (with some flexibility).

Previous Experience in Substantive Law Required: Preferred

Specific/Previous Training Required: A background/working knowledge of family law.

OTHER INFORMATION