

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: Pro Bono Partnership (PBP)

Brief Description of Organization: PBP provides pro bono business legal services to nonprofit agencies in the belief that the knowledge and application of sound legal practices make nonprofit organizations more effective and better able to focus their resources on supplying vital services to the community.

Population Served: Non-profit corporations.

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

Phone: 914-328-0674

Address: 237 Mamaroneck Avenue, Suite 300
White Plains, NY 10605

VOLUNTEER COORDINATOR CONTACT

Name: Sarah Persily

Title: Senior Staff Attorney

Phone: (914) 328-0674 ext. 328

Email: spersily@probonopartner.org

VOLUNTEER OPPORTUNITIES

Employment / Labor / Employee Benefits: There are four opportunities for volunteers in Employment Law: (1) Champlain Children's Learning Center - provide assistance with a review and revision of the Organization's personnel policies; (2) Oak Lane Child Care Center - provide assistance with an employee on extended leave; (3) The Sharing Community - provide assistance with a review of The Sharing Community's personnel policies; and, (4) Early Childhood Director's Association - provide assistance with a one hour presentation to Westchester child care center directors on how to develop a legally appropriate wage scale.

Can Volunteers Work Off Site: Yes, volunteers must have an independent space to work from either the office or home.

Type of Work: Full Representation; Limited Legal Advice.

Location, Days and Hours of Volunteer Opportunity:
Champlain Children's Learning Center - Clinton, NY. Oak Lane Child Care Center - Westchester, NY. The Sharing Community - 4 offices in Yonkers, NY. Early Childhood Director's Association - Westchester, NY.

Area of Substantive Law: Employment Law.

Supervision: PBP has several lawyers on its staff that provides minimal supervision of its volunteer attorneys. Generally, these supervisors will check in periodically with the volunteer to get a status report of the case.

Training: PBP provides neither an orientation nor training program for its volunteers. It does, however, conduct workshops and CLE trainings, which are open to the public.

REQUIREMENTS OF VOLUNTEER

Time Commitment: Projects are completed at the volunteer's own pace and generally can require anywhere between several hours to a couple months to complete.

Previous Experience in Substantive Law Required: Yes.

Specific/Previous Training Required: Yes.

OTHER INFORMATION

[Apply to be a Volunteer](#)