

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: Bronx CLARO Program

Brief Description of Organization: The Bronx CLARO Program operates weekly clinics in Bronx Civil Court and provides limited legal advice to unrepresented persons on consumer debt matters. The weekly sessions operate in Bronx Supreme Court on Thursdays, from 3pm to 6pm.

Population Served: Bronx residents with consumer debt issues.

Website: www.claronyc.org

Phone: n/a

Address: Bronx Supreme Court, 851 Grand Concourse, Bronx, New York

VOLUNTEER COORDINATOR CONTACT

Name: Wilma Lopez

Title: Feerick Center Program / Administrative Coordinator

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VOLUNTEER OPPORTUNITIES

Limited Legal Advice Clinic: Volunteers provide limited legal advice during weekly court-based clinics to unrepresented Bronx residents. A consumer law expert is onsite at every CLARO session to provide support and answer questions from volunteer attorneys.

Can Volunteers Work Off Site? No.

Type of Work: Limited Legal Advice, mostly litigation related to consumer debt collection.

Location, Days and Hours of Volunteer Opportunity: Bronx Supreme Court, 851 Grand Concourse, Bronx, N.Y. on Thursdays between 3pm-6 pm.

Area of Substantive Law: Consumer Debt.

Supervision: Consumer Law Experts are onsite at every CLARO session to supervise volunteer attorneys and to provide backup expertise.

Training: Volunteer attorneys must attend a three-hour Basic CLARO Training Program, which is offered approximately two to three times per year. Presentations are made by consumer law experts explaining laws and regulations for consumer debt issues, using training manuals.

REQUIREMENTS OF VOLUNTEER

Time Commitment: Volunteer attorneys must commit to volunteering a minimum of six hours.

Previous Experience in Substantive Law Required: No.

Specific/Previous Training Required: Yes. Volunteers must first attend a 3-hour basic training program.

[Apply to be a Volunteer](#)