



Volunteers of Legal Service – Senior Law Project **Summer 2025 Internship**

Organizational Mission

For 40 years, VOLS has partnered with New York City's leading law firms and companies as well as community-based organizations to help close the access to justice gap for low-income New Yorkers. VOLS provides free, civil legal services to New Yorkers with limited resources, including older adults, veterans, individuals entitled to public benefits, immigrant youth, children and their families, mothers in prison or jail, and small business owners. Last year, VOLS assisted clients on more than 4,000 legal matters, and our services benefited over 6,400 individual New Yorkers. VOLS' staff of 22, including 15 attorneys and law graduates, works with volunteers from over 80 law firms/companies to exponentially increase our impact. We partner with 150 community groups to ensure that our services are accessible and address local needs.

VOLS strives to build and retain a diverse and inclusive team, and we actively seek a diverse candidate pool. We strongly encourage candidates who have had lived experience in the communities we serve.

Project Overview:

The VOLS Senior Law Project provides wills, health care proxies, powers of attorney, and other essential advance directives to low-income older adults in New York City to enable our clients to maintain income and avoid homelessness, to ensure that their dying wishes are fulfilled, and to know that their caregivers can provide the needed support to access health care and to age in place with dignity.

Internship Description:

The intern will allow VOLS to expand our current capacity to help seniors plan for incapacity and death. The intern will: 1) Conduct intakes for clients who are seeking advance directives; 2) follow-up with client during the intake and review process; 3) assist with the drafting of advance directives and estate planning documents for clients; 4) provide counsel and advice to clients under attorney supervision; 5) help develop new and refine existing training materials for our volunteer attorneys; and 6) help develop new and refine existing public facing outreach materials. Spanish or Chinese language skills preferred but not required.

Location, Vaccination, and In-Person Work Requirements:

VOLS Office located at: 40 Worth, Street, Suite 829, New York, NY 10013.

This is a hybrid internship position. Interns must be available for in-person staff and team meetings, clinics, presentations, client meetings, and other in-person events.



All candidates must be fully vaccinated against COVID-19 including a Bivalent vaccine dose or latest 2023–2024 COVID vaccine formula, unless provided a reasonable accommodation pursuant to applicable federal, state and local statutes.

Application Contact:

To apply, please email a cover letter and resume to apply@volsprobono.org with the subject line: “Senior Law Project Summer Internship.” Applications will be reviewed on a rolling basis. Only applicants selected for an interview will be contacted.

Diversity, Equity, and Inclusion Commitment:

VOLS strives to build and maintain a diverse workplace that embraces staff with different backgrounds, identities, and experiences. We seek a diverse applicant pool and particularly welcome and encourage applicants from marginalized communities, including, but not limited to, those who identify as Black, Indigenous, people of color, women, queer, transgender, gender non-conforming, disabled, immigrants, uniformed service, people from low socio-economic backgrounds, and those directly impacted by the legal system. VOLS is an equal opportunity employer, and does not discriminate on the basis of race, ethnicity, nationality, creed, age, disability, sexual orientation, biological sex, gender identity/expression, family status, military service or any other status protected under the law.