

## **JOB DESCRIPTION**

**POSITION:** Director, Metro Volunteer Lawyers

**REPORTS TO:** Reports directly to the Executive Director of the Denver Bar Association or his/her designee; also reports to the DBA Board of Trustees and MVL Board

### **Summary of Job Duties:**

The Director is responsible for the day to day management and operations of Metro Volunteer Lawyers, a program of the Denver Bar Association and several metropolitan area bar associations that coordinates the provision of no fee and low fee legal services to the indigent by volunteer lawyers. The Director is required to plan, develop, implement, and monitor the program's legal services delivery mechanisms. The Director will foster and maintain satisfactory relationships with clients, volunteer attorneys, judges, court administrators and participating bar association members and committees.

### **Summary Job Qualifications:**

Position requires a J.D. degree from an ABA accredited law school, admission to practice law in state of Colorado and U.S. District Court – District of Colorado, and no pending or actual censure, suspension, or disbarment in any jurisdiction. Position requires three years minimum practice of law in public or private sector, with experience in poverty issues such as domestic relations, restraining orders, landlord-tenant, consumer, bankruptcy, guardianships, wills, and public benefits.

### **DUTIES AND RESPONSIBILITIES:**

1. Manage and supervise all daily activities of MVL.
2. Develop, implement, and maintain an efficient system of case assignment and follow up.
3. Perform or verify intakes, oversee and assist with placement of cases, assure client satisfaction, and answer client questions.
4. Recruit and retain volunteer lawyers to represent clients. Provide consultation with volunteer lawyers on legal issues relating to assigned cases as requested or required to assure satisfactory representation and quality control.
5. Supervise and train staff to perform all assigned responsibilities. Assist in hiring and termination of staff.
6. Develop and coordinate operation of statistical data tracking and quality control mechanisms.
7. Prepare and submit annual budget; monitor and assure adherence to budget.
8. Act as liaison with and foster good working relations with other participating bar associations, courts and court staff in counties where MVL cases and programs operate to assure program effectiveness, and to customize program operations as appropriate or required to meet their needs.
9. Serve as liaison with Executive Director and staff of Colorado Legal Services to create case priorities, assure adequate client intakes by both programs, coordinate the timely assignment and completion of cases, and maintain cooperative working relationship.
10. Coordinate pro bono activities with law firms' pro bono coordinators.

11. Create and maintain a network of MVL office volunteers, working with local law schools, Colorado Legal Services, and others as needed to coordinate that network and its responsibilities.
12. Act as liaison with local law schools and special interest groups such as Sam Cary Bar Association, Colorado Hispanic Bar Association, the Colorado Indian Bar Association, Asian Pacific Bar Association, Colorado Women's Bar Association, Colorado Lesbian and Gay Bar Association, local Inns of Court, and other groups to coordinate the delivery of quality legal services to the indigent.
13. Keep abreast of poverty law issues and to allow direct interaction with courts and MVL clients and volunteers.
14. Provide information about MVL's activities to the DBA Board of Trustees, MVL's Board, DBA Access to Justice Committee, Access to Justice committees of participating metro bars, and COLTAF as needed or requested.
15. Perform other duties as assigned.

**QUALIFICATIONS:**

1. J.D. degree from an ABA accredited law school, admission to practice law in state of Colorado and U.S. District Court – District of Colorado, and no pending or actual censure, suspension, or disbarment in any jurisdiction.
2. Three years minimum practice of law in public or private sector, with experience in poverty issues such as domestic relations, restraining orders, landlord-tenant, consumer, bankruptcy, guardianships, wills, and public benefits law strongly preferred.
3. Previous employment or volunteer experience performing legal services for low and moderate income people.
4. Excellent written, oral, and listening communications skills.
5. Excellent organizational and planning skills
6. Experience in and demonstrated ability to interact with a wide variety of persons and constituencies with diverse economic, educational, racial, ethnic, and religious backgrounds.
7. Proficiency with computers and Microsoft Office, and database platforms.