

VOLUNTEER JOB DESCRIPTION TEMPLATE: ATTORNEY EMERITUS

Name of Organization: Partnership for Children’s Rights (PFCR)

Brief Description of Organization: Founded in 1999, PFCR is a not-for-profit organization dedicated to fighting for the rights of disadvantaged children throughout New York City. PFCR's vision is to create a community in which children in need have access to appropriate educational opportunities; social security disability benefits; and all of the resources and support they so rightfully deserve.

Population Served: Disadvantaged children.

Website: www.pfcr.org
Phone: 212-683-7999
Address: 271 Madison Avenue, 17th Floor
New York, NY 10016

VOLUNTEER COORDINATOR CONTACT

Name: Todd Silverblatt
Title: Executive Director
Phone: 212-683-7999 ext. 223
Email: silverblatt@pfcr.org

VOLUNTEER OPPORTUNITIES

Special Education: PFCR's volunteers will represents indigent clients with special education issues through administrative hearings against the Department of Education. They file motions and negotiate on behalf of PFCR's clients for services and benefits. Cases can be resolved in a matter of hours or take up to several weeks. Both federal and state law applies.

Can Volunteers Work Off Site? Volunteers are required to work on site a majority of the time.

Type of Work: Administrative Hearings & Agency Advocacy.

Location, Days and Hours of Volunteer Opportunity:
PFCR's volunteers work out of PFCR's office from Monday-Friday from 9:00am-5:00pm, depending on the desk space.

Area of Substantive Law: Special Education.

Supervision: PFCR has a staff attorney dedicated to helping volunteer attorneys do research especially on WestLaw and Lexis, prepare for trial, file motions and prepare evidence.

Training: PFCR provides extensive training and ongoing supervision and accompanies the volunteer to the first two or three hearings.

REQUIREMENTS OF VOLUNTEER

Time Commitment: PFCR requires its volunteers to work a minimum of 2 days a week on a regular schedule to maximize the use of all desks and office space.

Previous Experience in Substantive Law Required: No.

Specific/Previous Training Required: No.

OTHER INFORMATION

[Apply to be a Volunteer](#)