



State Affairs Volunteer Leader

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Work Location	Opportunities exist in select states with a state director
Position Grade	1 ; background check not required
Purpose of the Position	Volunteer Leaders help develop and lead the State Affairs volunteer program in a particular state by delivering orientations and training, recruiting volunteers, promoting volunteer opportunities and helping to engage volunteers more fully in the work we do.
Volunteer Responsibilities	<ul style="list-style-type: none"> • Serve as point of contact for volunteers interested in providing service to The Humane Society of the United States (HSUS) via the State Affairs department • Coordinate and deliver orientations and trainings to prepare volunteers for their work • Serve as liaison between the state director and volunteers, coordinating assistance for events, activities and projects • Recruit new volunteers and promote volunteer opportunities • Follow all guidelines, policies, and instructions given and provide written reports on progression of work
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 2; volunteers will likely have very little physical activity related to their work, aside from gathering for meetings or attending outreach events • Mental difficulty is level 3; the level of knowledge required to explain the opportunities we offer and effectively answer peoples' questions is high, as is the level of understanding required to help people find the right volunteer fit for their needs • Emotional difficulty is level 3; any contact with the public can result in interactions with people in a heightened emotional state because of their connection with and commitment to animals
Expected Environmental Conditions	Office work and field work (i.e. Lobbying 101 seminars are held at various indoor locations and Humane Lobby Day is held in the state's capitol); requires travelling to events in state; dress for appropriately weather.
How Often Volunteers Work On-site	Most of the work can be done remotely. Volunteers will need to attend events and deliver orientations and trainings in person.
Orientation/Training	Volunteers must attend orientation and will receive extensive training specific to the role, including organizational and volunteer management. Information and materials about The HSUS and the State Affairs department will be provided. Additional training required as needed.
Learning Opportunities	<ul style="list-style-type: none"> • Better understand the issues related to animal protection in the state • Learn or strengthen management skills • Strengthen communication and time management skills such as how to prioritize assignments and multi-task • Develop or strengthen leadership, event-planning, community outreach, and networking skills

Position Start Date	Ongoing
Initial Minimum Commitment	Volunteers commit to work three-four hours per week for a minimum of six months
Scheduling Guidelines	Flexible; volunteers will work out a schedule with State Director
Qualifications/Requirements for Volunteer Applicants	<ul style="list-style-type: none"> • Able to communicate with a variety of people effectively and without judgment or making negative remarks • Able to work effectively on a team and independently • Must exhibit strong reading, critical thinking and research skills • Attentive to detail • Able to retain information, and able to teach others about the issues • Willing to learn more about volunteer management and how to effectively run a program • Able to think creatively, in a solution-oriented way • Demonstrate flexibility and show initiative • Display enthusiasm and strategic thinking to help shape the program • Able to maintain professionalism in attitude and appearance • Able to tactfully deal with challenging questions or opposing viewpoints from the public • Able to understand The Humane Society of the United States' (HSUS) policies and positions and be able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS • Able to learn and demonstrate a familiarity with HSUS' major campaigns and mission
Restrictions	<ul style="list-style-type: none"> • Volunteers must be at least 18 years of age; exceptions to this may be granted at the discretion of the state director • Must be able to learn and follow all guidelines and policies of The HSUS and follow directions given by staff • Should have access to a computer and internet, a phone for easy communication, and reliable transportation • Must submit the required paperwork before being assigned
Tools/Equipment Provided (including Personal Protective Equipment)	n/a
Optional Tools/Equipment	n/a
Supervisor(s)	State director in assigned state (first initial/last name@humanesociety.org) or (state@humanesociety.org)
Number of Concurrent Volunteer Openings	Number of individuals varies
Additional Information	Volunteer Leaders help successfully move forward the HSUS agenda to make the world a more humane place; they will be able to increase the state director's capacity to expand our mission of Celebrating Animals and Confronting Cruelty.
Updated	1/10/2014