



District Leader Program: Administrative Volunteer

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

Work Location	700 Professional Drive, Gaithersburg, MD 20879
Position Grade	3 ; background check includes Criminal Background and Social Security Number Verification
Purpose of the Position	Assist District Leader Volunteer program staff by providing support for district leader and deputy district leader volunteers.
Volunteer Responsibilities	<ul style="list-style-type: none"> • Help onboard prospective volunteers by scanning and uploading documents into volunteer database • Perform data entry and updates in spreadsheets and volunteer database • Perform other administrative duties as needed such as helping on short-term projects • Update supervisors on activities in a timely manner
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 1; the work occurs in an office setting • Mental difficulty is level 3; requires critical thinking, strong communication skills, computer proficiency, and the ability to use good judgment when working independently • Emotional difficulty is level 2; volunteers may be exposed to some emotionally-distressing issues at a minimal level
Expected Environmental Conditions	Pet-friendly office environment
How Often Volunteers Work On-site	All work is performed on-site.
Orientation/Training	Volunteers will be given an orientation and background information on the organization and will complete an internal course designed to introduce the organization and our work. Volunteers will also receive department-specific materials and will be trained on the particular aspects of the role.
Learning Opportunities	<ul style="list-style-type: none"> • Learn best practices in volunteer management • Strengthen critical thinking and organizational skills • Strengthen time management skills including how to prioritize assignments and multi-task • Foster a deeper understanding of the legislative process and animal protection issues • Develop or strengthen knowledge of The HSUS and its mission
Position Start Date	Flexible
Initial Minimum Commitment	Commit to work at least 3 hours per week for six months; ongoing participation is preferred.
Scheduling Guidelines	Monday-Friday between the hours of 10:00 am and 5:00 pm.
Qualifications/Requirements for Volunteer Applicants	<ul style="list-style-type: none"> • Strong critical thinking, interpersonal, organizational and communication skills (verbal and written) • Excellent attention to detail • Proficiency in Microsoft Office suite (Outlook, Word and Excel), strong familiarity with the Internet

	<ul style="list-style-type: none"> • Able to work well independently and use good judgment • Able to demonstrate initiative, maintain enthusiasm, and adapt to sometimes rapidly changing priorities • Basic understanding of the District Leader Volunteer program • Able to maintain professionalism in attitude and appearance as well as work with a diverse group of people • Able to use discretion, keeping in mind the confidential nature of some aspects of the work • Desire to learn about volunteer management or prior volunteer management experience a plus • Previous experience in a non-profit organization, animal protection/advocacy organization, or animal shelter a plus
Restrictions	<ul style="list-style-type: none"> • Must be able to learn and follow all guidelines and policies of The HSUS, the State Affairs department, and the District Leader Volunteer program and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned
Tools/Equipment Provided (including Personal Protective Equipment)	Standard office equipment including a computer and access to the Internet
Optional Tools/Equipment	n/a
Supervisor(s)	Outreach Manager and Outreach Coordinator in the Outreach and Engagement Department.
Number of Concurrent Volunteer Openings	1-2 individual volunteers
Additional Information	
Updated	10.13.2017