



### County Leader Volunteer

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

<b>Work Location</b>	County of residence
<b>Position Grade</b>	1; background check not required
<b>Purpose of the Position</b>	As part of The Humane Society of the United States' (HSUS) volunteer leadership, county leaders' efforts help to build an even stronger platform of protection for all animals and advance The HSUS' local animal protection legislative and policy agendas. County leaders may also be asked to assist on state and/or federal advocacy efforts. County leaders are at the forefront of HSUS efforts to celebrate animals and confront cruelty.
<b>Volunteer Responsibilities</b>	<ul style="list-style-type: none"> <li>• Actively participate in ongoing legislative advocacy and policy work at the county level;</li> <li>• County Leaders may be asked to help the state director on state policy at his/her discretion and county leaders will be asked to engage in federal legislative priorities as time and energy allow;             <ul style="list-style-type: none"> <li>• Note: Iowa county leaders will also actively participate in ongoing federal legislative advocacy.</li> </ul> </li> <li>• Establish and maintain strong and effective professional relationships with appointed and elected lawmakers. Politely, clearly and consistently relay the organization's animal protection positions to them and urge their support;</li> <li>• Build a base of HSUS allies who will take action on behalf of animal protection issues, especially legislation at the county and local level; may also include legislation at the state level as requested by the state director (and at the federal level for Iowa county leaders);</li> <li>• Serve as an HSUS ambassador in your county, communicating our mission, approach and positions while fostering a greater animal protection presence in your community and state;</li> <li>• Participate in <a href="#">Humane Lobby Day</a> at your state capitol and help organize grassroots outreach, such as an in-district lobby day, and other campaign-related initiatives;</li> <li>• Track your activities in the volunteer database (Volunteer Hub) and update your HSUS state director as requested; and</li> <li>• <i>Optional:</i> Under the guidance of HSUS staff, develop and implement a local animal protection project in an area of your choice. Please note that we strongly urge county leaders to work with their HSUS state director on a project that is most relevant to the needs of the county.</li> </ul>
<b>Level of Difficulty</b> <b>1=easy/5=demanding</b> (physical, mental, emotional)	<ul style="list-style-type: none"> <li>• Physical difficulty is level 2; county leaders will likely have minimal physical activity related to their work, aside from gathering for meetings or setting up for/attending outreach events.</li> <li>• Mental difficulty is level 4; requires strategic thinking and the ability to work well independently and use good judgment; must have strong verbal and written communication skills.</li> <li>• Emotional difficulty is level 3; volunteers will be exposed to some</li> </ul>

	emotionally-distressing issues at a minimal level; any contact with the public can result in interactions with people in a heightened emotional state because of their connection with and commitment to animal protection.
<b>Expected Environmental Conditions</b>	Home office or field work setting. County leaders will be expected to attend meetings and events in their community as needed, with the potential for travel to the state capitol.
<b>How Often Volunteers Work On-site</b>	Most of the work will be done remotely at the county leader's home office. Periodically, county leaders will need to attend events and meetings in person and may need to travel to the state capitol.
<b>Orientation/Training</b>	<p>County leaders will become highly trained and effective volunteer leaders in the rapidly growing animal protection movement and will receive advanced training and ongoing support in effective animal advocacy from staff of the largest animal protection organization in the country.</p> <p>County leaders will be provided with an orientation and background information, including information on The HSUS's policies, programs and campaigns through an online, self-paced training course titled, "The Role of The HSUS in the Animal Protection Movement" (HSUS 301) and a <i>County Leader Toolkit</i> with program and local action project ideas.</p>
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Develop or strengthen your legislative advocacy, leadership, networking, and strategic thinking skills;</li> <li>• Opportunity to share your expertise and experiences with others in your community while collaborating with HSUS staff;</li> <li>• Gain ideas and real world experience on how to be a more effective animal advocate and how to advance animal protection priorities in your community;</li> <li>• Join a community of others who are deeply committed to advancing compassionate and powerful efforts on behalf of <i>all</i> animals;</li> <li>• Learn or strengthen abilities to screen, guide, acknowledge, and deliver feedback to volunteers; and</li> <li>• Learn about The HSUS' major campaigns, programs, and mission.</li> </ul>
<b>Position Start Date</b>	Flexible; upon receipt of a confirmation email from your state director.
<b>Initial Minimum Commitment</b>	County leaders commit to work an average of 1-3 hours per week for a minimum of one year. Time commitment varies by week. Ongoing participation is preferred.
<b>Scheduling Guidelines</b>	Flexible; attendance on monthly conference calls is preferred (calls are held the 2 <sup>nd</sup> Monday of the month at 7:30 pm EST)
<b>Qualifications/Requirements for Volunteer Applicants</b>	<ul style="list-style-type: none"> <li>• Commitment to the HSUS <a href="#">mission</a>;</li> <li>• Eagerness to learn and understand The HSUS's guidelines, policies, and positions regarding animal protection issues and ability to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS;</li> <li>• Willingness to cultivate strong relationships with appointed and elected lawmakers, submit letters to the editor to publicly thank local officials and state legislators, urge local and state lawmakers to advance the animal protection position initiatives;</li> <li>• Strong leadership skills and experience;</li> <li>• Willingness to take an active role in connecting and building relationships</li> </ul>

	<p>with elected and appointed leaders in the county, as well as animal protection groups (i.e. county board of supervisors, city councils, shelter directors, leaders of nonprofits, etc.);</p> <ul style="list-style-type: none"> <li>• Participate in Humane Lobby Day(s);</li> <li>• Able to be discreet, keeping in mind the confidential nature of some aspects of the work;</li> <li>• Strong interpersonal skills and able to communicate with a variety of people effectively and without judgment;</li> <li>• Strong computer literacy and online research skills and proficiency in Microsoft Office, Word and Excel;</li> <li>• Willingness to recruit, cultivate and communicate with HSUS allies, effectively engage community members, and/or participate in HSUS development and awareness-building events;</li> <li>• General knowledge of social media and a willingness to maintain and post relevant content on social media accounts, including Facebook and Twitter;</li> <li>• Willingness to learn volunteer management skills;</li> <li>• Commitment to a high level of accountability and integrity, as well as professionalism in attitude and appearance;</li> <li>• Able to adapt to sometimes rapidly changing priorities;</li> <li>• Able to think strategically to help shape the County leader program;</li> <li>• Able to initiate and lead a variety of projects; and</li> <li>• Able to work on a team and as an independent self-starter.</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Must be a current HSUS member or have provided a greater philanthropic commitment;</li> <li>• Must be able to learn and follow all HSUS guidelines and policies and follow directions given by staff;</li> <li>• Access to a computer with Microsoft Office and internet capabilities, a phone and reliable transportation;</li> <li>• Court-ordered community service not accepted; and</li> <li>• Must submit the required paperwork before being assigned.</li> </ul>
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	n/a
<b>Optional Tools/Equipment</b>	n/a
<b>Supervisor(s)</b>	State director in assigned state
<b>Number of Concurrent Volunteer Openings</b>	Varies by state
<b>Additional Information</b>	County leaders will be reimbursed for specific, related expenses such as any tabling fees at HSUS-sponsored events. We are unable to reimburse for out of pocket expenses related to other volunteer activities with HSUS such as fuel costs to drive to your state capitol for Humane Lobby Day.
<b>Updated</b>	3.29.2017