



### District 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>	Opportunities exist in congressional districts across the country
<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, district leaders' efforts help to build an even stronger platform of protection for all animals and advance The HSUS' federal and state animal protection legislative agenda. District 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 federal and state legislative advocacy and policy work; engage in corporate reform campaigns as time and energy allow;</li> <li>• Establish and maintain strong and effective professional relationships with appointed and elected legislators; politely, clearly and consistently relay the organization's animal protection positions to them, encourage their support/co-sponsorship, and thank them for their efforts;</li> <li>• Recruit a network of HSUS allies who will take action on behalf of animal protection issues;</li> <li>• Serve as an HSUS ambassador in your congressional district, communicating our mission, approach and positions while fostering a greater animal protection presence in your state and local community;</li> <li>• Track and report your hours of service and activities on behalf of The HSUS in the volunteer database (Volunteer Hub) and update your HSUS state director and/or the director of grassroots as requested;</li> <li>• Participate in <a href="#">Humane Lobby Day</a> at your state capitol and when possible, participate in <a href="#">federal Humane Lobby Day</a> in D.C.;</li> <li>• Help organize grassroots outreach, such as an in-district humane lobby day, represent The HSUS at community events, and participate in HSUS awareness-building events and other campaign-related initiatives;</li> <li>• Submit letters to the editor to your local newspaper;</li> <li>• Actively engage in a supportive community of HSUS volunteer leaders on social media and post/maintain relevant content on personal social media accounts, including Facebook and Twitter;</li> <li>• In some congressional districts, district leaders may be responsible for working with their HSUS state director to help guide an HSUS deputy district leader volunteer(s) in his/her service to the organization; and</li> <li>• <i>Optional:</i> Under the guidance and advice of your HSUS state director, develop and implement a local animal protection project in your congressional district in an area of your choice. Sample projects include promoting the adoption of a Meatless Monday resolution by your city council and/or school district, or assisting a local pet store in adopting the Puppy Friendly Pet Store model. Please note: we strongly encourage district leaders to consult with their state director about a project that is most relevant to the needs of their congressional district.</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; district leaders will likely have minimal physical activity related to their work, aside from gathering for meetings or setting up for and 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; 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.</li> </ul>
<b>Expected Environmental Conditions</b>	Home office or field work setting.
<b>How Often Volunteers Work On-site</b>	Most of the work will be done remotely at the district leader's home office. District leaders will be expected to attend in-person meetings and events in their community as needed, with the potential for travel to/from Humane Lobby Day(s).
<b>Orientation/Training</b>	<p>District leaders will become highly trained 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>District leaders will be provided with an orientation and background information, including information on The HSUS' policies, programs and campaigns through an online, self-paced training course titled, "The Role of The HSUS in the Animal Protection Movement" (HSUS 301), a <i>District Leader Toolkit</i> with program and local action plan project ideas, and will have access to additional resources via our volunteer database. We also provide guidelines and instructions on how and when to report volunteer hours.</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 real world experience as well as a deeper understanding of how to be a more effective animal advocate, advancing animal protection priorities in your state;</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>Possibility of learning or strengthening abilities to 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>	Ongoing; upon receipt of a confirmation email from HSUS Grassroots Outreach staff
<b>Initial Minimum Commitment</b>	District 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 <a href="#">mission</a> of The HSUS;</li> <li>Eagerness to learn and understand The HSUS' guidelines, policies, and positions regarding animal protection issues and ability to appropriately</li> </ul>

	<p>and accurately represent those policies when interacting with the public or otherwise representing The HSUS;</p> <ul style="list-style-type: none"> <li>• Strong leadership skills and experience, and be an active member of your community;</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, online research and writing skills, proficiency in Microsoft Office, Word and Excel, and a general knowledge of social media;</li> <li>• Commitment to a high level of accountability and integrity, as well as professionalism in attitude and appearance;</li> <li>• Able to demonstrate initiative and adapt to sometimes rapidly changing priorities;</li> <li>• Able to think strategically to help shape the district leader program; 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 greater philanthropic commitment;</li> <li>• Must be a minimum of 18 years of age and willing to register to vote, if not already registered;</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 and the Director of Grassroots at The HSUS headquarters
<b>Number of Concurrent Volunteer Openings</b>	Varies by state
<b>Additional Information</b>	District 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 The HSUS such as fuel costs to drive to your state capitol for Humane Lobby Day.
<b>Updated</b>	11.4.2016