

### Outreach/Events 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>	Field; training and some work performed at Duchess Sanctuary, 1515 Shady Oaks Lane, Oakland, OR 97462
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background, Social Security Number Verification and Sex Offender Registry
<b>Purpose of the Position</b>	Promote Duchess and its volunteer opportunities to the public
<b>Volunteer Responsibilities</b>	<ul style="list-style-type: none"> <li>• Interact with the public, answer questions and provide information about opportunities for individuals and businesses to get involved</li> <li>• Identify additional outreach opportunities</li> <li>• Assist with event planning</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; some of the work occurs in an office setting; the event-related work may require standing for multiple hours and moving light-weight items</li> <li>• Mental difficulty is level 3; requires strong communication skills and the ability to work independently and use good judgment</li> <li>• 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</li> </ul>
<b>Expected Environmental Conditions</b>	Some of the work is performed in an office environment. Events may be held indoors or outdoors in all weather conditions which can include extreme heat.
<b>How Often Volunteers Work On-site</b>	Most of the work is performed at Duchess or at events. Some work can be performed remotely.
<b>Orientation/Training</b>	Orientation includes the following: history and tour of Duchess, description of rules, overview of programs and volunteer opportunities. Volunteers should attend the orientation wearing closed-toed shoes. Volunteers will be trained on the particular aspects of their role.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Knowledge of Duchess and how the program area fits into the larger picture of animal protection</li> <li>• Develop or strengthen customer service, event-planning and community outreach skills</li> <li>• Learn about sanctuary management and equines in general</li> </ul>
<b>Position Start Date</b>	Ongoing
<b>Initial Minimum Commitment</b>	Scheduling and length of service are fairly flexible; however, there is an expectation that people fulfill an initial commitment of 50 service hours with no less than 8 hours per month.
<b>Scheduling Guidelines</b>	Hours vary and may include evening or weekend work
<b>Qualifications/Requirements for Volunteer Applicants</b>	<ul style="list-style-type: none"> <li>• Strong communication skills</li> <li>• Able to work well independently and use good judgment</li> <li>• Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to learn and demonstrate a familiarity with Duchess' programs</li> <li>• Able to understand The HSUS's policies and positions regarding animal protection issues and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Volunteers under 18 must have permission from a parent or guardian to participate in our program. Teens 16-17 may work independently after attending the orientation with their parent or guardian.</li> <li>• Must have reliable transportation and arrive on time for shifts or events</li> <li>• Must wear closed-toed shoes</li> <li>• Must learn and follow all guidelines and policies of The HSUS and Duchess, and follow directions given by staff</li> <li>• Must submit the required paperwork and pass a background check before being assigned</li> <li>• Should have access to a computer and ability to login into an online volunteer communication site to receive updates</li> <li>• Current tetanus inoculation recommended</li> </ul>
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	All supplies needed to perform work
<b>Optional Tools/Equipment</b>	n/a
<b>Supervisor(s)</b>	Director of Operations, Duchess Sanctuary
<b>Number of Concurrent Volunteer Openings</b>	3-4 volunteers; individuals or teen-parent teams
<b>Additional Information</b>	Duchess cannot accommodate court-mandated community service.
<b>Updated</b>	1.16.2015