

### Volunteer Leader

| <i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i> |  |
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| <b>Work Location</b>   | Remote and 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>   | Help develop our volunteer program by participating in a volunteer leadership team, helping to deliver volunteer orientations and training, and helping to engage volunteers more fully in our work  |
| <b>Volunteer Responsibilities</b>  | <ul style="list-style-type: none"> <li>• Serve as point of contact for volunteers interested in providing service to Duchess</li> <li>• Coordinate and deliver orientations and trainings to prepare volunteers for their work</li> <li>• Serve as liaison between Duchess' Director of Operations and volunteers, coordinating assistance for events, activities and projects as needed</li> <li>• Recruit new volunteers and promote volunteer opportunities</li> <li>• Follow all guidelines, policies, and instructions given and provide written reports on progression of work</li> </ul>  |
| <b>Level of Difficulty</b><br><b>1=easy/5=demanding</b><br>(physical, mental, emotional)   | <ul style="list-style-type: none"> <li>• Physical difficulty is level 2; very little physical activity is required, aside from gathering for meetings or attending outreach events</li> <li>• Mental difficulty is level 3; the level of understanding and knowledge required to explain the opportunities we offer and effectively answer people's questions is high, as is the need for emotional intelligence related to helping people find the right volunteer fit for their needs</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>   | The bulk of the work is performed in an office or home office environment. Some of the work will be outdoors in all weather conditions which can include extreme heat.   |
| <b>How Often Volunteers Work On-site</b>   | Most of the work can normally be done remotely. Volunteers will need to deliver orientations and trainings in person and attend events.  |
| <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>• Learn or strengthen abilities to recruit, screen, assign, train, acknowledge and deliver feedback to volunteers</li> <li>• Strengthen verbal communication skills</li> <li>• Develop or strengthen time management skills such as how to prioritize assignments and multi-task</li> <li>• Develop or strengthen leadership, event-planning, and community</li> </ul>  |

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|   | <p>outreach skills</p> <ul style="list-style-type: none"> <li>• Knowledge of Dutchess and how the program area fits into the larger picture of animal protection</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, are flexible, and may include evening or weekend work  |
| <b>Qualifications/Requirements for Volunteer Applicants</b>               | <ul style="list-style-type: none"> <li>• Able to effectively communicate verbally and in writing</li> <li>• Willing to learn more about volunteer management and how to effectively run a program</li> <li>• Able to think creatively, in a solution-oriented way</li> <li>• Flexible and able to take initiative on a variety of outreach projects</li> <li>• Able to work closely with Dutchess' staff, and to think strategically in order to meet the program's needs</li> <li>• Able and willing to work independently and take direction from supervisor</li> <li>• Able to learn, demonstrate a familiarity with and teach others about Dutchess' 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> <li>• Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation</li> <li>• Customer service or office experience helpful</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</li> <li>• Must wear closed-toed shoes</li> <li>• Must learn and follow all guidelines and policies of The HSUS and Dutchess, and follow directions given by staff</li> <li>• Must submit the required paperwork and pass a background check before being assigned</li> <li>• Must have access to a computer with access to the Internet</li> <li>• Current tetanus inoculation recommended</li> </ul>   |
| <b>Tools/Equipment Provided (including Personal Protective Equipment)</b> | All supplies necessary to hold orientations, trainings and participate in events   |
| <b>Optional Tools/Equipment</b>   | n/a  |
| <b>Supervisor(s)</b>  | Director of Operations, Dutchess Sanctuary   |
| <b>Number of Concurrent Volunteer Openings</b>                            | 1-2 individuals  |
| <b>Additional Information</b>   | Dutchess cannot accommodate court-mandated community service.  |
| <b>Updated</b>  | 1.16.2015  |