Volunteer Position Description

Volunteer Leader

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.	
Work Location	Remote and at The Fund for Animals Wildlife Center (FFA), 18740 Highland Valley Rd, Ramona, CA 92065
Position Grade	**3;** background check includes Criminal Background, Social Security Number Verification, Motor Vehicle Check and Sex Offender Registry
Purpose of the Position	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
Volunteer Responsibilities	• Serve as point of contact for volunteers interested in providing service to The FFA • Coordinate and deliver orientations and trainings to prepare volunteers for their work • Serve as liaison between The FFA's Director and volunteers, coordinating assistance for events, activities and projects as needed • Recruit new volunteers and promote volunteer opportunities • Follow all guidelines, policies, and instructions given and provide written reports on progression of work • When possible and as needed, use own method of transportation to assist the center with off-site or remote tasks or projects
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	• Physical difficulty is level 2; very little physical activity is required, aside from gathering for meetings or attending outreach events • Mental difficulty is level 3; the level of understanding and knowledge required to explain the opportunities we offer and effectively answer peoples' questions is high, as is the need for emotional intelligence • 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
Expected Environmental Conditions	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.
How Often Volunteers Work On-site	Most of the volunteer leadership work can normally be done remotely. Volunteers will need to deliver orientations and trainings in person and attend events.
Orientation/Training	Orientation includes the following: history and tour of The FFA, description of rules, overview of programs and volunteer opportunities. Volunteers should attend the orientation wearing closed, rubber-soled shoes. Volunteers will be trained on the particular aspects of their role.
Learning Opportunities	• Learn or strengthen abilities to recruit, screen, assign, train, acknowledge and deliver feedback to volunteers • Strengthen verbal communication skills

	• Develop or strengthen time management skills such as how to prioritize assignments and multi-task • Develop or strengthen leadership, event-planning, and community outreach skills • Knowledge of The FFA and how the program area fits into the larger picture of animal protection • Exposure to the operations of a wildlife center • Knowledge of various animal species and wildlife issues
Position Start Date	Ongoing
Initial Minimum Commitment	At least one weekly 4-hour shift for six months or a minimum commitment of 100 hours
Scheduling Guidelines	Hours vary, are flexible, and may include evening or weekend work
Qualifications/Requirements for Volunteer Applicants	• Excellent written and verbal communication skills • Willing to learn more about volunteer management and how to effectively run a program • Able to think creatively, in a solution-oriented way • Flexible and able to take initiative on a variety of outreach projects • Able to work closely with The FFA's staff, and to think strategically in order to meet the program's needs • Able and willing to work independently and take direction from supervisor • Able to learn, demonstrate a familiarity with and teach others about The FFA's programs • Able to understand The HSUS' 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 • Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation • Customer service or office experience helpful
Restrictions	• Must be at least 18 years old • Must have reliable transportation and arrive on time for shifts • Must wear closed, rubber-soled shoes • Must learn and follow all guidelines and policies of The HSUS and The FFA, and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned • Must have access to a computer with internet access • Current tetanus inoculation recommended
Tools/Equipment Provided (including Personal Protective Equipment)	Any supplies necessary to hold orientations, trainings and participate in events will be provided.
Optional Tools/Equipment	n/a
Supervisor(s)	Director, The Fund for Animals Wildlife Center
Number of Concurrent Volunteer Openings	3-5 individuals
Additional Information	• The FFA cannot accommodate court-mandated community service. • Volunteers must comply with a strict protected-contact working environment, which means that volunteers may only make physical contact with domestic species or wildlife who are undergoing medical

	treatment.
Updated	8/28/2013