



## Faith Outreach 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>	Remote
<b>Position Grade</b>	<b>1</b> ; background check not required
<b>Purpose of the Position</b>	To assist the state director, The Humane Society of the United States' (HSUS) Faith Outreach program, and the volunteer leader's outreach to faith communities.
<b>Volunteer Responsibilities</b>	<ul style="list-style-type: none"> <li>• Under the direction of the state director and the Faith Outreach program, volunteers will assist in the implementation and execution of a faith outreach plan for the state</li> <li>• Reach out to faith leaders and communities by building relationships with the state council of churches as well as regional denominational offices             <ul style="list-style-type: none"> <li>• Establish animal ministries at select churches by implementing:                 <ul style="list-style-type: none"> <li>• Pet food drives through the <a href="#">Fill the Bowl</a> toolkit</li> <li>• Coordinate church screenings of the documentary, <a href="#">Eating Mercifully</a></li> <li>• Work with faith groups to participate in the <a href="#">Humane Backyard program</a></li> </ul> </li> </ul> </li> <li>• Become knowledgeable with the Faith Outreach program's key resources in order to understand our tools for outreach, including:             <ul style="list-style-type: none"> <li>• Facts &amp; Faith: Religious Statements on Animals online library</li> <li>• <a href="#">Eating Mercifully</a> DVD and Faith Outreach postcard</li> <li>• Fill the Bowl toolkit</li> <li>• Humane Backyard</li> <li>• The HSUS <a href="#">Faith Outreach</a> web site with online resources, seasonal promotions, etc.</li> <li>• Documents on religious demographics, megachurches, church councils, interfaith coalitions and ecumenical bodies in state</li> </ul> </li> <li>• Read detailed instruction sheets which will accompany each assigned task in this position description</li> <li>• Help to organize and plan events, activities, and projects as needed</li> <li>• Respond to requests from the state director and the Faith Outreach program regarding people who would like to learn more about how they can engage their church in animal ministries</li> <li>• Participate in meetings and conference calls</li> <li>• Provide weekly progress reports on assigned tasks to the Faith Outreach program and or/volunteer leader, as determined on a state by state basis</li> <li>• Must complete and submit Volunteer Lobbying Reporting form as requested by supervisor</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; position may be completed in an office/home office setting with opportunities for field work such as meetings and outreach events in the state</li> <li>• Mental difficulty is level 3; requires strong verbal and written</li> </ul>

	<p>communication skills, knowledge of and experience with religious studies and faith outreach; able to work well independently and use good judgment</p> <ul style="list-style-type: none"> <li>Emotional difficulty is level 3; volunteers will be exposed to some 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</li> </ul>
<b>Expected Environmental Conditions</b>	Home, office or field work setting such as meetings, screenings, and events in state; dress for weather
<b>How Often Volunteers Work On-site</b>	n/a
<b>Orientation/Training</b>	Extensive packet of HSUS Faith Outreach program materials, which includes a faith profile of volunteer's state to assist with outreach efforts. Volunteers will be provided with an orientation and background information, and will be trained on the particular aspects of their role, including information on The HSUS's policies and Campaigns department-specific practices. Faith Outreach volunteer leader and staff from the Faith Outreach program will be available for initial/on-going training on an as-needed basis.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>Volunteers will gain a deeper understanding how religious beliefs and the faith community intersect with the issues of factory farming, the fur industry, puppy mills, animal fighting, wildlife abuse, animal cruelty, and animal protection legislation</li> <li>Opportunity to implement a plan that builds awareness among faith communities and leaders about our responsibilities to all creatures</li> <li>Strengthen networking, critical thinking, event-planning, research, and community outreach skills</li> <li>Opportunity to work with faith leaders and experts in faith outreach and collaborate with a prominent animal protection organization to promote animal protection in the faith community</li> <li>Strengthen ability to speak about the strong connection between animal protection issues and our country's religions</li> <li>Gain and apply ideas on how to be most effective as an animal advocate</li> <li>Strengthen time management skills including how to prioritize assignments and multi-task</li> <li>Opportunity to use skills to address real-world issues relating to animal protection and faith</li> <li>Learn about the Faith Outreach program and The HSUS's major programs and mission</li> </ul>
<b>Position Start Date</b>	Ongoing
<b>Initial Minimum Commitment</b>	2-3 hours per week for a minimum of six months; ongoing participation is preferred
<b>Scheduling Guidelines</b>	Flexible; volunteers will work out a schedule with Faith Outreach Volunteer Leader
<b>Qualifications/Requirements for Volunteer Applicants</b>	<ul style="list-style-type: none"> <li>Active participant in faith community and familiarity with faith denominations and religious landscape in leader's state</li> <li>Superior communication skills and fluency in English</li> <li>Advanced knowledge of animal protection preferred; able to understand The HSUS's policies and positions regarding animal protection issues and</li> </ul>

	<p>be able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS</p> <ul style="list-style-type: none"> <li>• Strong interpersonal skills and ability to communicate with a variety of people effectively and without judgment or making negative remarks</li> <li>• Able to learn, retain and relay information relating to the organization and to teach others about pertinent issues</li> <li>• Must maintain a high level of professionalism in attitude and appearance and have a strong work ethic</li> <li>• Able to use discretion, keeping in mind the confidential nature of some aspects of the work</li> <li>• Able to demonstrate flexibility and willingness to take responsibility for and initiative on a variety of projects</li> <li>• Maintain enthusiasm and critical thinking to help implement the faith outreach plan for the state</li> <li>• Possess problem-solving capability, attention to detail, and a commitment to accuracy</li> <li>• Proficiency in Microsoft Office suite (Outlook, Word, and Excel), basic familiarity with the internet and online research tools</li> <li>• Able to use good judgment and work well independently with low levels of direct supervision over work</li> <li>• Must be able to work well as a member of a team, with a high level of accountability and integrity</li> <li>• Willingness to take direction from state director, Faith Outreach program, and volunteer leader and provide updates on activities in a timely and consistent manner</li> <li>• Event planning and outreach experience is helpful</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Should have access to a computer and ability to login into an online volunteer communication site to receive updates, a phone for easy communication, and reliable transportation</li> <li>• Must be able to learn and follow all guidelines and policies of The HSUS and Campaigns department, and follow directions given by staff</li> <li>• Must submit the required paperwork before being assigned</li> <li>• Must complete and submit Volunteer Lobbying Reporting form as requested by supervisor</li> <li>• We do NOT accept any court ordered community service.</li> </ul>
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	n/a
<b>Optional Tools/Equipment</b>	n/a
<b>Supervisor(s)</b>	Faith Outreach Volunteer reports to the Faith Outreach Volunteer Leader in their assigned state.
<b>Number of Concurrent Volunteer Openings</b>	Unlimited number of individuals
<b>Additional Information</b>	
<b>Updated</b>	3.25.2015