



## Volunteer Position Description

### Geographic Information Systems Volunteer

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
<b>Work Location</b>	Gaithersburg, MD office or Remote
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background and Social Security Number Verification
<b>Purpose of the Position</b>	Assist Humane Society Wildlife Land Trust (the Trust) staff with Geographic Information Systems (GIS) projects by helping to create orthographic, topographic and habitat maps of our wildlife sanctuaries.
<b>Volunteer Responsibilities</b>	Produce accurate maps of our sanctuaries using ArcGIS
<b>Level of Difficulty</b> <b>1=easy/5=demanding</b> <small>(physical, mental, emotional)</small>	<ul style="list-style-type: none"> <li>Physical difficulty is level 1; work occurs in an office/home office setting</li> <li>Mental difficulty is level 4; requires researching and synthesizing information, strong communication skills, and the ability to read and understand a wide range of sources including academic sources</li> <li>Emotional difficulty is level 1; volunteer will not be exposed to any emotionally-distressing issues</li> </ul>
<b>Expected Environmental Conditions</b>	Indoors/office environment; Gaithersburg, MD office is pet-friendly
<b>How Often Volunteers Work On-site</b>	Flexible
<b>Orientation/Training</b>	Volunteer will be given an orientation and background information on the organization. Volunteer will also receive department-specific materials and will be trained on the particular aspects of the role.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>Learn about the Trust's program, mission and sanctuaries</li> <li>Learn about innovative ways the Trust can use GIS to advance its mission</li> </ul>
<b>Position Start Date</b>	Flexible
<b>Initial Minimum Commitment</b>	At least eight hours per week for up to three months or until project completion
<b>Scheduling Guidelines</b>	Onsite volunteer may work Monday-Friday between the hours of 9 am and 6 pm.
<b>Qualifications/Requirements for Volunteer Applicants</b>	<ul style="list-style-type: none"> <li>Must have experience using ArcGIS</li> <li>Excellent critical thinking and communication skills</li> <li>Able to work well independently</li> <li>Passion for making a difference in the lives of animals</li> <li>Background related to geography, wildlife science or animal studies helpful</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>Remote volunteer must have access to a computer with ArcGIS software and access to the Internet.</li> <li>Must be at least 18 years old</li> <li>Must be able to learn and follow all guidelines and policies of the HSUS and the Trust, and follow directions given by staff</li> <li>Must submit the required paperwork and pass a background check before being assigned</li> </ul>

<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	Volunteer working at Gaithersburg office will be provided standard office equipment including a computer, ArcGIS license and access to the Internet.
<b>Optional Tools/Equipment</b>	n/a
<b>Supervisor(s)</b>	Director of Stewardship, Humane Society Wildlife Land Trust Administrative & Program Coordinator
<b>Number of Concurrent Volunteer Openings</b>	1 individual volunteer
<b>Additional Information</b>	The Trust cannot accommodate court-mandated community service.
<b>Updated</b>	5.31.2018