

## Volunteer Position Description

### Community Outreach 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>	Various locations near Boulder, Colorado
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background, Social Security Number Verification, Motor Vehicle Check and Sex Offender Registry
<b>Purpose of the Position</b>	Educate the community about the work of the Prairie Dog Coalition (PDC) and the importance of the prairie ecosystem
<b>Volunteer Responsibilities</b>	<ul style="list-style-type: none"> <li>• Run an outreach booth at various locations/events; set up and take down the booth</li> <li>• Talk to the public about the importance of prairie dogs</li> <li>• Inform people about PDC's work, how they can donate, and how they can volunteer and advocate for prairie dogs</li> <li>• Pick up outreach materials from and return materials to our storage facility in Boulder, CO. If the event location is not near the storage facility, the volunteer coordinator will bring supplies to the volunteer, and pick up supplies following the event.</li> <li>• Identify additional outreach opportunities and communicate them to the volunteer coordinator</li> <li>• Volunteers may help arrange events that are approved by PDC</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 3; involves moving tables, chairs and other items</li> <li>• Mental difficulty is level 3; requires strong verbal communication skills, the ability to work without direct supervision 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>	Weather in the Boulder/Denver area is variable and the altitude is high. Outside events will only be held during appropriate weather. Inside events will be planned during late fall, winter, and early spring.
<b>How Often Volunteers Work On-site</b>	Event work requires attendance. If planning is needed prior to the outreach event, it can normally be done remotely.
<b>Orientation/Training</b>	Volunteers must attend a general orientation and will receive training specific to the role.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Knowledge of PDC's work and how the coalition's work fits into the larger picture of animal protection</li> <li>• Knowledge of prairie ecosystems and the importance of protecting prairie dogs</li> <li>• Develop or strengthen event-planning and community outreach skills</li> </ul>
<b>Position Start Date</b>	Ongoing
<b>Initial Minimum Commitment</b>	Volunteers have an initial commitment of three months and are expected to participate in at least one event/tabling opportunity per month. Volunteers typically work 2-4 hours per event.

<b>Scheduling Guidelines</b>	Tabling opportunities may be available throughout the year. Hours vary and may include evening or weekend work.
<b>Qualifications/Requirements for Volunteer Applicants</b>	<ul style="list-style-type: none"> <li>• Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation</li> <li>• Strong communication and interpersonal skills</li> <li>• Able to work well independently and use good judgment</li> <li>• Able to maintain professionalism in attitude and appearance</li> <li>• Able to communicate with a variety of people effectively and without judgment or making negative remarks</li> <li>• Able to learn and demonstrate a familiarity with PDC's work</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>• Event-planning 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. Teens 14-15 can volunteer with a parent or guardian as their partner at all times.</li> <li>• Must wear an HSUS volunteer shirt</li> <li>• Must have reliable transportation and arrive on time for events</li> <li>• Must be able to learn and follow all guidelines and policies of The HSUS and PDC, 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> </ul>
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	All equipment needed to perform the work is provided, including a table, chairs and outreach material. Volunteers are provided shirts to wear during the event.
<b>Optional Tools/Equipment</b>	n/a
<b>Supervisor(s)</b>	Administrative Assistant PDC Director
<b>Number of Concurrent Volunteer Openings</b>	4; individuals or teen-parent teams
<b>Additional Information</b>	
<b>Updated</b>	2.9.2015