THE HUMANE SOCIETY OF THE UNITED STATES

Volunteer Position Description

Special Projects Volunteer

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.	
Work Location	Gaithersburg, MD office, Washington, D.C. office and Los Angeles, CA office
Volunteer Grade	**3;** background check includes Criminal Background, Motor Vehicle Record, Social Security Address Report and National Sex Offender Registry
Purpose of the Position	Increase the organization's capacity to meet its mission
Description of Work Involved	Work varies based on current needs and the volunteer's skills and interests. Examples of projects include: • Perform support work such as mailings, filing, materials preparation, data entry, and other miscellaneous administrative tasks • Complete small online research tasks and summarize findings • Participate in phone banking: use a prescribed phone list and script to make phone calls to HSUS members regarding animal protection issues
Commitment of Time	Flexible; a weekly commitment for minimum three months is appreciated
Hours Volunteers can Work	Between the hours of 9 am-5 pm (10 am-6 pm for Los Angeles Office) during the standard workweek
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	• Physical difficulty is level 1; work occurs in an office setting • Mental difficulty is level 2; work can include online research and computer work; supervision is available as needed, but the ability to problem solve is desired • Emotional difficulty is level 2; volunteers may be exposed to some emotionally-distressing issues at a minimal level
Skills Required	• Excellent communication skills and fluency in English • Strong interpersonal skills • Able to adapt to changing priorities and to show initiative on a variety of projects • Maintain professionalism in attitude and appearance • Excellent phone manners and able to speak clearly and be an active listener when on the phone • General working knowledge of office functions including faxing and filing preferred • Computer skills such as Microsoft Office suite and database-entry preferred; experience with mail merges helpful
Expected Environmental Conditions	Pet-friendly office environment
Number of Volunteers Needed	Unlimited
How often do volunteers need to work on site?	All work is performed on site
Tools and equipment provided	All equipment needed to perform the work is provided by The HSUS
Tools and equipment volunteers can bring if desired	n/a
Personal Protective Equipment (provided as needed)	n/a

Project Start Date	Ongoing
Orientation/training	Volunteers will be given an orientation and background information, and will be trained on the particular aspects of their role.
Learning Opportunities (Skills/knowledge)	Develop or strengthen administrative, communication, research and computer skills depending on the particular project
Restrictions	• Must be able to learn and follow guidelines and policies of The HSUS and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned • We do NOT accept any court ordered community service
Extra Comments	
Last updated	5/1/2012