



### Volunteer Outreach: Special Projects 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> |  |
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| <b>Work Location</b>   | Remote or onsite depending on the project  |
| <b>Position Grade</b>  | <b>3</b> ; background check for onsite volunteer includes Criminal Background and Social Security Number Verification  |
| <b>Purpose of the Position</b>   | Increase the organization's capacity to meet its mission.  |
| <b>Volunteer Responsibilities</b>  | <p>Work varies based on current needs and the volunteer's skills and interests. Examples of projects include:</p> <ul style="list-style-type: none"> <li>• Perform support work such as mailings, filing, materials preparation, data entry, and other miscellaneous administrative tasks</li> <li>• Complete small online research tasks and summarize findings</li> <li>• Participate in phone banking: use a web-based calling system to make phone calls to HSUS members regarding animal protection issues</li> </ul> |
| <b>Level of Difficulty</b><br><b>1=easy/5=demanding</b><br>(physical, mental, emotional)   | <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 2; work can include online research and computer work; supervision is available as needed, but the ability to problem solve is desired</li> <li>• Emotional difficulty is level 2; volunteers may be exposed to some emotionally-distressing issues at a minimal level</li> </ul>  |
| <b>Expected Environmental Conditions</b>   | Indoors/office environment; HSUS offices are pet-friendly  |
| <b>How Often Volunteers Work On-site</b>   | Depends on the project   |
| <b>Orientation/Training</b>  | Volunteers will be given an orientation and background information, and will be trained on the particular aspects of their role.   |
| <b>Learning Opportunities</b>  | <ul style="list-style-type: none"> <li>• Develop or strengthen administrative, communication, research and computer skills depending on the particular project</li> <li>• Strengthen knowledge of The HSUS and its mission, including the work of its various departments, programs and campaigns</li> </ul>   |
| <b>Position Start Date</b>   | Ongoing  |
| <b>Initial Minimum Commitment</b>  | Flexible; a weekly commitment for minimum three months is appreciated  |
| <b>Scheduling Guidelines</b>   | Schedule is flexible if working remotely. A volunteer working onsite at our offices can work during standard office hours (generally Monday-Friday between the hours of 9 am and 5:30 pm).   |
| <b>Qualifications/Requirements for Volunteer Applicants</b>  | <ul style="list-style-type: none"> <li>• Excellent communication skills and fluency in English</li> <li>• Strong interpersonal skills</li> <li>• Able to adapt to changing priorities and to show initiative on a variety of projects</li> <li>• Maintain professionalism in attitude and appearance</li> <li>• Excellent phone manners and able to speak clearly and be an active listener when on the phone</li> <li>• General working knowledge of office functions including faxing and filing</li> </ul>              |

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|   | <p>preferred</p> <ul style="list-style-type: none"> <li>• Computer skills such as Microsoft Office suite and database-entry preferred; experience with mail merges helpful</li> </ul>   |
| <b>Restrictions</b>   | <ul style="list-style-type: none"> <li>• Remote volunteers may need access to a computer with Microsoft Office and access to the Internet.</li> <li>• Must be able to learn and follow all guidelines and policies of The HSUS and follow directions given by staff</li> <li>• Must submit the required paperwork and onsite volunteers must pass a background check before being assigned</li> <li>• We do NOT accept any court ordered community service</li> </ul> |
| <b>Tools/Equipment Provided (including Personal Protective Equipment)</b> | Onsite volunteers will be provided all equipment needed to perform the work.  |
| <b>Optional Tools/Equipment</b>   | n/a   |
| <b>Supervisor(s)</b>  | Varies  |
| <b>Number of Concurrent Volunteer Openings</b>                            | Unlimited   |
| <b>Additional Information</b>   |   |
| <b>Updated</b>  | 6.7.2017  |