



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>	
Work Location	Remote or onsite depending on the project
Position Grade	3 ; background check for onsite volunteer includes Criminal Background and Social Security Number Verification
Purpose of the Position	Increase the organization's capacity to meet its mission.
Volunteer Responsibilities	<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"> • 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 web-based calling system to make phone calls to HSUS members regarding animal protection issues
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 1; work occurs in an office/home 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
Expected Environmental Conditions	Indoors/office environment; HSUS offices are pet-friendly
How Often Volunteers Work On-site	Depends on the project
Orientation/Training	Volunteers will be given an orientation and background information, and will be trained on the particular aspects of their role.
Learning Opportunities	<ul style="list-style-type: none"> • Develop or strengthen administrative, communication, research and computer skills depending on the particular project • Strengthen knowledge of The HSUS and its mission, including the work of its various departments, programs and campaigns
Position Start Date	Ongoing
Initial Minimum Commitment	Flexible; a weekly commitment for minimum three months is appreciated
Scheduling Guidelines	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).
Qualifications/Requirements for Volunteer Applicants	<ul style="list-style-type: none"> • 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

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