



## Volunteer Position Description

### Web 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>	231 G St. Suite 22, Davis, CA 95616
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background and Social Security Number Verification
<b>Purpose of the Position</b>	Assist with web site projects/updates – particularly with increasing site SEO – allowing staff to concentrate on assignments for which they are more uniquely suited.
<b>Volunteer Responsibilities</b>	<ul style="list-style-type: none"> <li>• Focus on helping staff with increasing SEO (for example, updating meta tags)</li> <li>• Assist with other web projects such as searching for appropriate photos for articles and web research</li> <li>• Perform some data entry into Excel spreadsheets and/or web-based membership database as needed</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 1; work occurs in an office setting</li> <li>• Mental difficulty is level 2; requires specific training; moderate supervision is available as needed, but ability to problem solve is desired</li> <li>• Emotional difficulty is level 2; volunteer will be exposed to some emotionally-distressing issues at a minimal level such as in viewing photos</li> </ul>
<b>Expected Environmental Conditions</b>	Pet-friendly office environment
<b>How Often Volunteers Work On-site</b>	On-site work will be expected and other work situations will be considered on a case-by-case basis.
<b>Orientation/Training</b>	Volunteer will be given an orientation on the organization and will be trained on the particular aspects of the role including CMS training and photo library training.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Awareness of animal welfare issues from the veterinary perspective</li> <li>• Web content management for a non-profit membership organization</li> <li>• Data entry skills</li> </ul>
<b>Position Start Date</b>	Flexible
<b>Initial Minimum Commitment</b>	At least five hours per week for three months
<b>Scheduling Guidelines</b>	During standard business hours (Monday-Friday, 9 am-5:30 pm)
<b>Qualifications/Requirements for Volunteer Applicants</b>	<ul style="list-style-type: none"> <li>• Prior office experience</li> <li>• Strong interpersonal skills</li> <li>• Proficient with HTML and Microsoft Office, particularly Excel</li> <li>• Detail-oriented with strong organizational skills</li> <li>• Experience working with web content management systems and data entry experience preferred</li> <li>• CSS, JavaScript and SEO knowledge a plus</li> <li>• Web design and photo editing skills a plus</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Must be able to learn and follow all guidelines and policies of The HSUS and HSVMA, and follow directions given by staff</li> </ul>

	<ul style="list-style-type: none"> <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>	Standard office equipment including a computer and access to the Internet
<b>Optional Tools/Equipment</b>	n/a
<b>Supervisor(s)</b>	Member Benefits & Services Director
<b>Number of Concurrent Volunteer Openings</b>	1 individual volunteer
<b>Additional Information</b>	
<b>Updated</b>	8.14.17