



Pets for Life: Volunteer Leader

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Work Location	Atlanta, Chicago, Los Angeles and Philadelphia
Position Grade	3 ; background check includes Criminal Background, Social Security Number Verification and Sex Offender Registry
Purpose of the Position	Volunteer Leaders help develop and lead the volunteer program by delivering orientations and training, recruiting volunteers, promoting volunteer opportunities and helping to engage volunteers more fully in the work we do.
Volunteer Responsibilities	<ul style="list-style-type: none"> • Serve as point of contact for volunteers interested in providing service to The Humane Society of the United States (HSUS) via Pets for Life • Coordinate and deliver orientations and trainings to prepare volunteers for their work • Serve as liaison between Pets for Life supervisor and volunteers, coordinating assistance for events, activities and projects as needed • Recruit new volunteers and promote volunteer opportunities • Follow all guidelines, policies, and instructions given and provide written reports on progression of work
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 2; volunteers will likely have very little physical activity related to their work, aside from gathering for meetings or attending outreach events • Mental difficulty is level 3; the level of understanding and knowledge required to explain the opportunities we offer and effectively answer people's questions is high, as is the need for emotional intelligence related to helping people find the right volunteer role • 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
Expected Environmental Conditions	Outdoors and indoors; volunteers should dress appropriately for the weather.
How Often Volunteers Work On-site	Volunteers will need to deliver orientations and trainings in person and attend events. Most of the work can normally be done virtually.
Orientation/Training	Volunteers must attend 10 hours of orientation and training specific to the role, including organizational and volunteer management. Information and materials about The HSUS and Pets for Life, including the Pets for Life Community Outreach Toolkit, will be provided. Additional training required as needed.
Learning Opportunities	<ul style="list-style-type: none"> • Better understand the challenges faced by animal owners in underserved communities • Learn or strengthen abilities to recruit, screen, assign, train, acknowledge and deliver feedback to volunteers • Develop or strengthen leadership, event planning, and community outreach skills
Position Start Date	Ongoing

Initial Minimum Commitment	Three to four hours per week for six months
Scheduling Guidelines	Flexible; includes some evenings and weekends
Qualifications/Requirements for Volunteer Applicants	<ul style="list-style-type: none"> • Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation • Able to communicate with a variety of people effectively and without judgment or making negative remarks • Able to work effectively on a team and independently • Able to work comfortably in underserved communities • Willing to take on a variety of tasks as needed • Able to effectively communicate verbally and in writing • Possess problem-solving capability • Able to retain information, and able to teach others about the issues • Willing to learn more about volunteer management and how to effectively run a program • Able to think creatively, in a solution-oriented way • Flexible and willing to take initiative on a variety of outreach projects • Able to work closely with Pets for Life supervisor and staff to think strategically in order to meet the program's needs • Able to understand HSUS' policies and positions and the Pets for Life approach, and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS or Pets for Life • Able to learn and demonstrate a familiarity with HSUS' major campaigns and mission
Restrictions	<ul style="list-style-type: none"> • Must be at least 18 years old • Must wear a Pets for Life t-shirt (provided at no cost) when representing the program • Should have access to a computer and ability to login into an online volunteer communication site to receive updates • Must have reliable transportation and arrive on time for activities • Must be able to learn and follow guidelines and policies of The HSUS and Pets for Life, and follow directions • Must submit the required paperwork and pass a background check before being assigned
Tools/Equipment Provided (including Personal Protective Equipment)	n/a
Optional Tools/Equipment	n/a
Supervisor(s)	Coordinator, Pets for Life
Number of Concurrent Volunteer Openings	3-5 individuals
Additional Information	
Updated	3.15.2016