Volunteer Position Description

District Leader Volunteer

Nothing in this position description restricts management’s right to assign or reassign duties and responsibilities to this position at any time. All volunteers within the HSUS family of organizations may be asked to take action to support the organization’s policy-related work. Note that taking action is not mandatory.

<table>
<thead>
<tr>
<th>Work Location</th>
<th>Opportunities exist in congressional districts across the nation</th>
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<tbody>
<tr>
<td>Background Check</td>
<td>Background check not required</td>
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<tr>
<td>Purpose of the Position</td>
<td>As part of the Humane Society of the United States’ (HSUS) volunteer leadership, district leaders’ efforts help to build an even stronger platform of protection for all animals and advance the HSUS’s federal, state and local animal protection legislative priorities. District leaders are at the forefront of HSUS efforts to create a more humane society.</td>
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| Volunteer Responsibilities | ▪ Actively participate in ongoing federal, state and local legislative advocacy and policy work and reform campaigns.  
▪ Cultivate and maintain effective, professional relationships with legislators; at the direction of the HSUS district leader team and your HSUS state director, consistently encourage their support/co-sponsorship and thank them for their efforts via phone calls, email, in-person meetings and social media. 
▪ Schedule in-district meetings once or twice each year with the offices of your U.S. Representative, U.S. Senators, State Representative and State Senator to review HSUS priority legislation with them and politely and clearly relay the HSUS’s animal protection positions. 
▪ Recruit HSUS allies in your community who will take action on animal protection issues. 
▪ Leverage your impact and effectiveness by mobilizing your networks to take action with you when animal protection alerts are issued. 
▪ Work closely with your state director to serve as an ambassador for the HSUS, communicating our mission, approach and positions while fostering a greater animal protection presence in your state and community at-large. 
▪ In conjunction with HSUS staff, submit letters to the editor to your local newspaper. 
▪ Attend national and state volunteer leader webinars/meetings. 
▪ Participate in and assist with your state’s Humane Lobby Day and grassroots events, as well as federal Humane Lobby Day in Washington, DC when it is offered. 
▪ Actively engage in a supportive community of HSUS volunteer leaders on social media and post relevant content on personal social media accounts, including Facebook and Twitter. |
| **Level of Difficulty**  
| 1=easy/5=demanding  
| (physical, mental, emotional) |
| ▪ Physical difficulty is rated level 2; district leaders will likely have minimal physical activity related to their work, aside from gathering for meetings or setting up for and attending outreach events. |
| ▪ Mental difficulty is rated level 4; requires strategic thinking and the ability to work well independently, be self-motivated; must have strong verbal and written communication skills and able to use good judgment. |
| ▪ Emotional difficulty is rated level 3; contact with the public can result in interactions with people in a heightened emotional state because of their connection with and commitment to animal protection. |

| **Expected Environmental Conditions** |
| Home, office or field work setting. |

| **How Often Volunteers Work**  
| On-site |
| Most of the work will be done remotely from the district leader’s home or office. District leaders will be expected to attend in-person meetings and events in their community as needed, with the potential for travel to/from Humane Lobby Day. |

| **Orientation/Training** |
| District leaders will become highly trained and effective volunteer leaders in the rapidly growing animal protection movement and will receive advanced training and ongoing support in effective animal advocacy from staff of the nation’s most effective animal protection organization. |
| District leaders will be provided with an orientation and background information, including information on the HSUS’s policies and programs through an online, self-paced training course titled, “The Role of The HSUS in the Animal Protection Movement” (HSUS 301), a Volunteer Leader Toolkit with support and opportunities for engagement, supporting documents on effective legislative advocacy and access to numerous timely resources via our volunteer database. We also provide guidelines and instructions on how to report volunteer hours and efforts. |
| **Learning Opportunities** | ▪ Develop or strengthen your legislative advocacy, networking, leadership, and strategic thinking skills.  
▪ Opportunity to share your expertise and experiences with others in your community while collaborating with HSUS staff.  
▪ Gain real world experience as well as a deeper understanding of how to be a more effective animal advocate, advancing animal protection priorities across the nation, in your state and in your community.  
▪ Join a community of others who are dedicated to protecting all animals.  
▪ Receive access to support and resources that are not given to the public.  
▪ District leaders are invited to a private Facebook group for networking, updates and sharing ideas.  
▪ Learn about the HSUS’s priority animal protection issues and legislation. |
| **Position Start Date** | Ongoing |
| **Initial Minimum Commitment** | District leaders have an initial commitment of one year and typically work an average of 1-3 hours per week, which may vary. Ongoing participation is preferred. |
| **Scheduling Guidelines** | Flexible; attendance on monthly national webinars is strongly encouraged (held the 2nd Monday of each month at 8:30 pm EST). State directors will host meetings for volunteer leaders throughout the year (dates and times vary by state). |
| **Qualifications/Requirements for Volunteer Applicants** | ▪ Commitment to the HSUS mission.  
▪ Willingness to cultivate effective relationships with legislators and relay HSUS animal protection positions to them.  
▪ Strong interpersonal skills and able to communicate with a variety of people effectively and without judgment.  
▪ Leadership skills or desire to develop leadership skills required.  
▪ Must maintain a high level of professionalism in attitude and appearance.  
▪ Strong computer literacy, online research and writing skills, and proficiency in Microsoft Office suite.  
▪ A general knowledge of social media and a willingness to maintain and post relevant content on social media accounts.  
▪ Eagerness to learn and understand the HSUS’s guidelines, policies and positions regarding animal protection issues and ability to appropriately and accurately represent those policies when interacting with the public or otherwise representing the organization.  
▪ Able to work on a team and as an independent self-starter.  
▪ Able to be discreet, keeping in mind the confidential nature of some aspects of the work.  
▪ Commitment to a high level of accountability and integrity.  
▪ Willingness to recruit HSUS allies and engage your networks on our action alerts.  
▪ Attentive to detail and able to take initiative.  
▪ Able to think strategically, be flexible and adapt to sometimes rapidly-changing priorities. |
| Restrictions                                                                 | Must be a minimum of 18 years of age and willing to register to vote, if not already registered.  
|                                                                              | Must be a current HSUS member ($25.00 annual donation), willing to become a member or have provided greater philanthropic commitment.  
|                                                                              | Must be able to learn and follow guidelines and policies of the Humane Society of the United States and Outreach & Engagement department and follow directions given by staff.  
|                                                                              | Access to a computer with Microsoft Office and internet capabilities as well as a phone.  
|                                                                              | Court-ordered community service not accepted.  
|                                                                              | Must submit the required paperwork before being assigned.  
| Tools/Equipment Provided (including Personal Protective Equipment)         | n/a  
| Optional Tools/Equipment                                                    | n/a  
| Supervisor(s)                                                              | State director in assigned state and the director of grassroots at HSUS headquarters  
| Number of Concurrent Volunteer Openings                                     | Varies by state  
| Additional Information                                                      | District leaders will be reimbursed for specific related expenses such as any tabling fees at HSUS-sponsored events. We are unable to reimburse for out-of-pocket expenses related to other volunteer activities with the HSUS such as fuel costs to drive to your state capitol for Humane Lobby Day.  
| Updated                                                                    | 7/6/2020  