



## 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.*

<b>Work Location</b>	Opportunities exist in congressional districts across the nation
<b>Position Grade</b>	1; background check not required
<b>Purpose of the Position</b>	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' federal, state and local animal protection legislative agenda. District leaders are at the forefront of HSUS efforts to create a more humane society.
<b>Volunteer Responsibilities</b>	<ul style="list-style-type: none"> <li>• Actively participate in ongoing federal, state and local legislative advocacy and policy work and reform campaigns</li> <li>• Cultivate effective, professional relationships with legislators; politely, clearly and consistently relay the organization's animal protection positions to them, encourage their support/co-sponsorship, and thank them for their efforts</li> <li>• Build a network of HSUS allies in your community who will take action with you on animal protection issues</li> <li>• Serve as an HSUS ambassador in your congressional district, communicating our <a href="#">mission</a>, <a href="#">approach</a> and <a href="#">positions</a> while fostering a greater animal protection presence in your state and community</li> <li>• Track and report your hours of service and activities on behalf of the HSUS in the volunteer database and update your HSUS state director and/or the director of grassroots as requested</li> <li>• Participate in your <a href="#">state's annual Humane Lobby Day</a>, as well as federal Humane Lobby Day in Washington, DC when it is offered</li> <li>• Submit letters to the editor to your local newspaper</li> <li>• Represent the organization and help raise awareness on animal protection issues at community events</li> <li>• 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</li> <li>• <i>Optional:</i> Under the guidance of your <a href="#">HSUS state director</a>, develop and implement a local animal protection project in your community. Sample projects include working with your City Council or County Board to champion an ordinance banning the use of wild and exotic animals in circuses, adopting restrictions on tethering, banning the sale of animals from puppy mills, or repealing Breed Specific Legislation. Please note: district leaders must consult with their state director to identify local projects that are most relevant to the needs of their community and state.</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 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.</li> <li>• Mental difficulty is level 4; requires strategic thinking and the ability to</li> </ul>

	<p>work well independently, be self-motivated; must have strong verbal and written communication skills and able to use good judgment</p> <ul style="list-style-type: none"> <li>Emotional difficulty is 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.</li> </ul>
<b>Expected Environmental Conditions</b>	Home office or field work setting.
<b>How Often Volunteers Work On-site</b>	Most of the work will be done remotely from the district leader's home. 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(s).
<b>Orientation/Training</b>	<p>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.</p> <p>District leaders will be provided with an orientation and background information, including information on the HSUS' policies, programs and campaigns 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, and access to numerous additional resources via our volunteer database. We also provide guidelines and instructions on how to report volunteer hours and efforts.</p>
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>Develop or strengthen your legislative advocacy, networking, leadership, and strategic thinking skills</li> <li>Opportunity to share your expertise and experiences with others in your community while collaborating with HSUS staff</li> <li>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</li> <li>Join a community with others who are dedicated to protecting all animals;</li> <li>Learn about the HSUS' major campaigns, programs, and mission.</li> </ul>
<b>Position Start Date</b>	Flexible; upon receipt of a confirmation email from HSUS grassroots outreach and engagement staff
<b>Initial Minimum Commitment</b>	District leaders commit to work an average of 1-3 hours per week for a minimum of one year. Time commitment varies by week. Ongoing participation is preferred.
<b>Scheduling Guidelines</b>	Flexible; attendance on monthly national conference calls is strongly encouraged (calls are held the 2 <sup>nd</sup> Monday of each month at 8:30 pm EST). State directors will host calls for volunteer leaders throughout the year (dates and times vary by state).
<b>Qualifications/Requirements for Volunteer Applicants</b>	<ul style="list-style-type: none"> <li>Commitment to the HSUS <a href="#">mission</a></li> <li>Willingness to cultivate effective relationships with legislators and relay HSUS animal protection positions to them</li> <li>Strong interpersonal skills and able to take initiative</li> <li>Strong leadership skills and experience, and be an active member of your community</li> <li>Strong computer literacy, online research and writing skills, proficiency in Microsoft Office, and a general knowledge of social media</li> </ul>

	<ul style="list-style-type: none"> <li>• Eagerness to learn and understand the HSUS' 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</li> <li>• Able to work on a team and as an independent self-starter</li> <li>• Able to be discreet, keeping in mind the confidential nature of some aspects of the work</li> <li>• Able to communicate with a variety of people effectively and without judgment</li> <li>• Commitment to a high level of accountability and integrity, as well as professionalism in attitude and appearance</li> <li>• Able to think strategically and to adapt to sometimes rapidly-changing priorities</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Must be a current HSUS member (\$25.00 annual donation) or have provided greater philanthropic commitment</li> <li>• Must be a minimum of 18 years of age and willing to register to vote, if not already registered</li> <li>• Must be able to learn and follow all HSUS guidelines and policies and follow directions given by staff</li> <li>• Access to a computer with Microsoft Office and internet capabilities, a phone and reliable transportation</li> <li>• Court-ordered community service not accepted</li> <li>• Must submit the required paperwork before being assigned</li> </ul>
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	n/a
<b>Optional Tools/Equipment</b>	n/a
<b>Supervisor(s)</b>	State director in assigned state and the director of grassroots at HSUS headquarters
<b>Number of Concurrent Volunteer Openings</b>	Varies by state
<b>Additional Information</b>	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.
<b>Updated</b>	10.23.2018