

## Humane policy volunteer leader position description

The following explains what we typically expect from volunteers in this role, but we may change the expectations of the role at any time.

<b>Department</b>	Outreach, Engagement & Training
<b>Work location</b>	Remote
<b>Background check</b>	Background check includes criminal background, sex offender search and social security number verification.
<b>Purpose of the position</b>	Humane Policy Volunteer Leaders are at the forefront of our work to advance priority federal, state, and local animal protection policies. These efforts serve to advance humane priorities across all 435 congressional districts and thousands of state legislative districts across the nation.
<b>Volunteer responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Focus volunteer efforts on the issues and policies that the HSUS has identified as priorities.</li> <li>▪ As directed by policy volunteer program staff and assigned state director, actively engage in federal, state, and local policy advocacy such as: <ul style="list-style-type: none"> <li>□ Submit comments to federal and state agencies on proposed animal-related regulations and rules.</li> <li>□ Submit letters to the editor.</li> <li>□ Testify at legislative and/or regulatory hearings.</li> <li>□ Attend national and state HSUS facilitated webinars and meetings.</li> <li>□ Contact legislative offices on specific animal issues.</li> <li>□ Establish and maintain effective, professional relationships with elected and appointed officials and their staff and become familiar with the policy processes at the federal and state levels.</li> <li>□ Schedule virtual or in-person meetings with the offices of at least one federal and one state legislator annually to encourage their support of the HSUS’s priority animal protection legislation.</li> </ul> </li> <li>▪ Build and engage your network and the community at large by encouraging others to join you in taking action on animal protection alerts.</li> <li>▪ Work with your state director to serve as an ambassador for the Humane Society of the United States to foster a stronger and more visible animal protection presence in your state and community. Activities may include but are not limited to: <ul style="list-style-type: none"> <li>□ Representing the organization at local events.</li> <li>□ Assisting the state director with special projects or events as needed.</li> <li>□ Educating the public about animal welfare concerns in their community.</li> <li>□ Under the guidance of your state director, help to advance humane ordinances and resolutions with your city council or county board of supervisors.</li> </ul> </li> <li>▪ Track and report hours of volunteer service and activities on behalf of the organization in the volunteer database and update program staff</li> </ul>

	and/or your state director as requested.
<b>Level of difficulty</b> <b>1=easy/5=demanding</b> (physical, mental, emotional)	<ul style="list-style-type: none"> <li>▪ Physical difficulty is rated level 2; majority of work is performed in a home office setting with opportunities to participate in meetings and outreach events in the community as needed.</li> <li>▪ Mental difficulty is rated level 3; the ability to work well independently must be self-motivated and have strong verbal and written communication skills. Computer literacy skills and the ability to use good judgment are also mandatory.</li> <li>▪ 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; requires strong interpersonal skills and a high level of professionalism.</li> </ul>
<b>Expected environmental conditions</b>	Home office environment.
<b>How often volunteers work on-site</b>	N/A
<b>Orientation/training</b>	Volunteers will receive advanced training and ongoing support including an introductory call with program staff, an online, self-paced orientation and training course, paired with peer mentor, a volunteer toolkit, access to in-depth resources, regularly held virtual meetings with state director, and monthly national webinars.
<b>Learning opportunities</b>	<ul style="list-style-type: none"> <li>▪ Gain in-depth knowledge of HSUS priority animal protection issues as well as the policy making process and political landscape at the federal level and in your state.</li> <li>▪ Develop and strengthen your advocacy, networking, leadership, communication, and strategic thinking skills.</li> <li>▪ Join a community of others who are deeply committed to advancing humane public policies and the protection of all animals.</li> <li>▪ Become a highly skilled legislative advocate in the rapidly growing animal protection movement.</li> <li>▪ Invitation to participate in exclusive trainings, webinars, and workshops.</li> <li>▪ Share your expertise and experiences with community members while collaborating with the nation's most effective animal protection organization.</li> </ul>
<b>Position start date</b>	Flexible
<b>Initial minimum commitment</b>	Volunteers commit to a minimum of four hours per month for one year; ongoing participation is preferred.
<b>Scheduling guidelines</b>	Flexible; volunteers must be available during business hours for introductory call with program staff. Monthly virtual meetings may be held during evening hours.
<b>Qualifications/requirements for volunteer applicants</b>	<ul style="list-style-type: none"> <li>▪ Commitment to <a href="#">the organization's mission</a> and a willingness to support the policy priorities at the federal level and in your state, as directed by program staff and your state director.</li> <li>▪ Strong interpersonal skills and able to communicate effectively and without judgment.</li> <li>▪ We are committed to advancing diversity, equity and inclusion and strive for an environment that empowers and values individuals. We work with communities and stakeholders around the country, fostering collaboration and integrating a wide range of cultural perspectives in our approach, so respect, civility, and ability to represent those values when</li> </ul>

	<p>interacting with the public or when otherwise representing the organization is essential.</p> <ul style="list-style-type: none"> <li>▪ Check email at least twice per week to ensure receipt of communications and be responsive to action alerts from program staff and your state director.</li> <li>▪ Basic computer literacy and writing skills are essential.</li> <li>▪ Desire to utilize and develop leadership skills.</li> <li>▪ Must maintain a high level of professionalism in attitude and appearance.</li> <li>▪ Eagerness to learn and understand the organization’s guidelines, policies and positions on a variety of animal protection issues to support our work.</li> <li>▪ Able to adapt to sometimes rapidly changing priorities.</li> <li>▪ Able to be discreet, keeping in mind the confidential nature of some aspects of the work.</li> <li>▪ Attentive to detail and commitment to a high level of accountability and integrity.</li> <li>▪ A general knowledge of social media and a willingness to maintain and post relevant animal protection content on personal social media accounts is recommended.</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>▪ Must complete interview with program staff, pass a background check, and submit required paperwork before being assigned.</li> <li>▪ Must be a minimum of 18 years of age.</li> <li>▪ Must be willing to register to vote (if eligible and not already registered) and willing to regularly vote in primary and general elections.</li> <li>▪ Must be able to learn and follow guidelines and policies of the Humane Society of the United States and Outreach, Engagement, and Training department and follow directions given by staff.</li> <li>▪ Access to a phone and/or computer with internet capabilities.</li> <li>▪ Court-ordered community service not accepted.</li> </ul>
<b>Tools/equipment provided (including personal protective equipment)</b>	n/a
<b>Optional tools/equipment</b>	n/a
<b>Supervisor(s)</b>	Policy volunteer program staff and state director in designated state.
<b>Number of concurrent volunteer openings</b>	Varies by state
<b>Additional information</b>	There are about a dozen states in the country that do not have the benefit of an HSUS state director. In states without a state director, volunteers will not be engaging on animal protection policy at the state level through this volunteer position unless there is priority legislation identified by HSUS campaign staff.
<b>Updated</b>	6/1/2023