

## 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, and Training
<b>Volunteer location</b>	Opportunities exist in every state.
<b>Background check</b>	Background check not required
<b>Purpose of the position</b>	Humane policy volunteer leaders are at the forefront of the Humane Society of the United States' (HSUS) efforts to build an even stronger platform of protection for all animals by advancing priority federal, state and local animal protection policies and helping to educate the public about the imperative of fostering a humane society, and effective strategies for doing so.
<b>Volunteer responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Focus volunteer efforts on the issues and policies that the HSUS and its staff have identified as priorities.</li> <li>▪ Actively engage in federal, state and local policy advocacy as directed by HSUS program staff and your HSUS state director. This includes lobbying for the adoption of humane legislation, encouraging the adoption and implementation of other humane public policies, and fostering greater public understanding of the imperative of animal protection.</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. This includes scheduling either in-person or virtual meetings periodically with the local offices of your U.S. Representative, U.S. Senators, State Representative and State Senator to review with them HSUS priority policies and to politely relay the HSUS's animal protection positions.</li> <li>▪ Attend national and state HSUS-facilitated webinars/meetings.</li> <li>▪ Participate in and assist with your state's <a href="#">Humane Lobby Day</a> and local grassroots events hosted by your state director, if possible.</li> <li>▪ Under the guidance of your state director, develop and implement a local animal protection project, preferably working with your City Council or County Board of Supervisors to advance an HSUS priority ordinance or resolution in your community.</li> <li>▪ In coordination with HSUS staff, submit letters to the editor.</li> <li>▪ Encourage your networks to take action on HSUS alerts and priority policies through direct, personal communication.</li> <li>▪ Recruit <a href="#">HSUS allies</a> to continue expanding the diversity of our audiences, volunteers and the organization, and make the animal protection</li> </ul>

	<p>movement more inclusive for all.</p> <ul style="list-style-type: none"> <li>▪ Submit comments to federal and state agencies on proposed animal-related regulations and rules.</li> <li>▪ Work closely with your state director to serve as an ambassador for the HSUS by communicating our <a href="#">mission</a>, approach, and <a href="#">positions</a> in order 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 HSUS at local events</li> <li>□ Testifying at legislative and/or regulatory hearings</li> <li>□ Assisting the state director with special projects as needed</li> <li>□ Educating the public about animal welfare concerns in their community</li> </ul> </li> <li>▪ Introduce your state director to key people in your networks to help cultivate valuable connections with leaders in your community.</li> <li>▪ Consider ways in which your personal skillset and network could be utilized to help further the goals of the HSUS, particularly in your state.</li> <li>▪ Actively engage in a supportive community of humane policy volunteer leaders and share breaking HSUS news with your network.</li> <li>▪ Track and report your hours of service and activities on behalf of the HSUS in the volunteer database and update program staff and/or your state director as requested.</li> </ul> <p><b>Please note:</b> Humane policy volunteer leaders in states with a state director will be working with their state director to advance state policy. Policy volunteer program staff will also engage all policy volunteers on federal policies and will offer support to all policy volunteers who would like to advance local animal protection policies, including ordinances and resolutions, whether they live in a state that has a state director or not. If your state doesn't have a state director, you will not be engaging on animal protection policy at the state level through this volunteer position unless there are priority policies identified by HSUS campaign staff.</p>
<p><b>Level of difficulty</b>  <b>1=easy/5=demanding</b>  (physical, mental, emotional)</p>	<ul style="list-style-type: none"> <li>▪ Physical difficulty is rated level 2; humane policy volunteer leaders will likely have minimal physical activity related to their work, aside from attending in-person meetings and local outreach events, or their state's Humane Lobby Day.</li> <li>▪ Mental difficulty is rated level 4; strategic thinking and leadership skills, as well as the ability to work well independently and as a team, are required. 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>
<p><b>Expected environmental conditions</b></p>	<p>Home, office or field work setting.</p>
<p><b>How often volunteers work on-site</b></p>	<p>Majority of the work will be done remotely from the volunteer's home or office. Volunteers will be expected to attend in-person meetings and outreach events in their community as needed, in addition to travel to/from their state's Humane Lobby Day.</p>

<p><b>Orientation/training</b></p>	<p>Humane policy volunteer leaders will become highly skilled in the rapidly growing animal protection movement, receiving advanced training and ongoing support. They will be provided with an orientation on the HSUS’s policies and programs through an online, self-paced training course, a volunteer toolkit, supporting documents on effective policy advocacy, access to in-depth resources, regular virtual meetings held by their state director, monthly national webinars on a variety of timely animal protection issues, and the opportunity to participate in monthly office hours for additional support. We also provide guidelines and instructions on how to report volunteer hours and efforts.</p>
<p><b>Learning opportunities</b></p>	<ul style="list-style-type: none"> <li>▪ Develop and strengthen your public policy advocacy, networking, leadership, 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>▪ Gain real world experience as well as a deeper understanding of how to be an exceptionally effective animal advocate in the field.</li> <li>▪ Be the first to receive breaking animal protection news and receive access to support and resources that are not provided to the public.</li> <li>▪ Opportunity to share your expertise and experiences with community members while collaborating with the nation’s most effective animal protection organization.</li> <li>▪ Gain in-depth knowledge about the HSUS’s priority animal protection issues and policies.</li> <li>▪ Deepen your understanding of the policy process and political landscape in your specific state.</li> <li>▪ Be a part of a private, national Facebook group for networking, updates and sharing ideas; may also be invited to a private, state-specific Facebook group, if applicable.</li> <li>▪ Able to receive additional benefits based on level of engagement in the program.</li> </ul>
<p><b>Position start date</b></p>	<p>Flexible</p>
<p><b>Initial minimum commitment</b></p>	<p>Humane policy volunteer leaders commit to taking actions as directed by program staff and state director, averaging 1-3 hours per week for one year. Time may vary and ongoing participation is preferred.</p>
<p><b>Scheduling guidelines</b></p>	<p>Flexible; participation in virtual meetings held by your state director is required (dates and times vary by state). Attendance on national webinars is strongly encouraged (2nd Monday of each month at 8:30 pm EST).</p>

<p><b>Qualifications/requirements for volunteer applicants</b></p>	<ul style="list-style-type: none"> <li>▪ Commitment to the Humane Society of the United States' <a href="#">mission</a> and a willingness to support the policy priorities in your state as directed by your state director.</li> <li>▪ Willingness to cultivate effective relationships with elected and appointed officials and their staff and relay HSUS animal protection positions to them.</li> <li>▪ Strong interpersonal skills and able to communicate effectively and without judgment. We engage animal lovers of all backgrounds, beliefs and political stripes, so friendliness, civility and tact are a must.</li> <li>▪ Leadership skills or a desire to develop them.</li> <li>▪ Willingness to check email at least twice weekly to ensure receipt of communications from program staff.</li> <li>▪ Willingness to be responsive to action alerts from program staff and your state director.</li> <li>▪ Must maintain a high level of professionalism in attitude and appearance.</li> <li>▪ Basic computer literacy and writing skill are essential.</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> <li>▪ 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.</li> <li>▪ Able to work on a team and as an independent self-starter who is willing to take initiative.</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>▪ Able to think strategically and adapt to sometimes rapidly-changing priorities.</li> </ul>
<p><b>Restrictions</b></p>	<ul style="list-style-type: none"> <li>▪ Must be willing to register to vote (if eligible and not already registered) and willing to regularly vote in primary and general elections. The offices of elected officials often check the voting status of the individuals who seek meetings with them and are likely to take more seriously the opinions of voting constituents.</li> <li>▪ Must be a minimum of 18 years of age.</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>▪ Willingness to become an HSUS donor is appreciated but not required.</li> <li>▪ Court-ordered community service not accepted.</li> <li>▪ Must submit the required paperwork before being assigned</li> </ul>
<p><b>Tools/equipment provided (including personal protective equipment)</b></p>	<p>n/a</p>
<p><b>Optional tools/equipment</b></p>	<p>n/a</p>

<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>	Humane policy volunteer leaders will be reimbursed for specific related expenses such as tabling fees at HSUS-sponsored events; these must be pre-approved by program staff. 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>	3/26/2021