



Volunteer Position Description

Community Leader Volunteer

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

Work Location	Opportunities exist in the provinces of Quebec, Ontario and, British Columbia
Position Grade	1; background check not required
Purpose of the Position	As part of Humane Society International/Canada's (HSI/Canada) volunteer leadership program, community leaders' efforts help to build an even stronger animal protection platform and advance HSI/Canada's legislative agenda. Community leaders are at the forefront of HSI/Canada's efforts to celebrate animals and confront cruelty
Volunteer Responsibilities	<ul style="list-style-type: none"> • Actively participate in ongoing federal, provincial and municipal legislative advocacy and policy work; engage in corporate reform campaigns as time and energy allow • Assist our Political Officer with research, administrative, and outreach tasks • Help establish and maintain strong and effective professional relationships with appointed and elected legislators • Recruit and build a network of HSI allies who will take action on behalf of animal protection issues • Track and report your hours of service and activities on behalf of HSI/Canada in the volunteer database (The HSUS Volunteer Hub) and update your HSI/Canada supervisors as requested; • Represent HSI/Canada at community events or tabling events, and participate in HSI/Canada's awareness-building events and other campaign-related initiatives • Submit letters to the editor to your local and national newspaper • Actively engage in a supportive community of HSI/Canada volunteer leaders on social media and post/maintain relevant content on personal social media accounts, including Facebook, Twitter and other platforms • Help pass legislative bills presented to parliament by making calls to legislators to ask their positions on bills, encourage their support of humane issues, and report back results of the conversations. • Under the guidance and advice of our Political Officer and Volunteer Manager, develop and implement a local animal protection project in your municipality or province, in an HSI/Canada campaign area of your choice. Sample projects include promoting the adoption of a Meatless Monday resolution by your city council and/or school district, or assisting a local pet store in adopting the Puppy Friendly Pet Store model. Please

	<p>note: we strongly encourage community leaders to consult with their supervisor about a project that is most relevant to the need of their community.</p>
<p>Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)</p>	<ul style="list-style-type: none"> Physical difficulty is level 2; community 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 level 4; requires strategic thinking and the ability to work well independently and use good judgment; must have strong verbal and written communication skills. Emotional difficulty is level 3; contact with the public and politicians can at times be stressful and subject matter can be emotionally taxing.
<p>Expected Environmental Conditions</p>	<p>Home office or meeting setting.</p>
<p>How Often Volunteers Work On-site</p>	<p>Never. Most of the work will be done remotely at the community leader's home office.</p>
<p>Orientation/Training</p>	<p>Community leaders will become highly trained volunteer leaders in the rapidly growing animal protection movement and will receive advanced training and ongoing support in effective animal advocacy from staff. Community leaders will be provided with an orientation and background information, a Community Leader Toolkit with program and local action plan project ideas, and will have access to additional resources via our volunteer database. We also provide guidelines and instructions on how and when to report volunteer hours.</p>
<p>Learning Opportunities</p>	<ul style="list-style-type: none"> Develop or strengthen your legislative advocacy, leadership, networking, and strategic thinking skills Opportunity to share your expertise and experiences with others in your community while collaborating with HSI/Canada staff Gain real world experience as well as a deeper understanding of how to be a more effective animal advocate, advancing animal protection priorities in your area Join a community of others who are deeply committed to advancing compassionate and powerful efforts on behalf of all animals Possibility of learning or strengthening abilities to guide, acknowledge, and deliver feedback to volunteers Learn about HSI/Canada's major campaigns, programs, and mission
<p>Position Start Date</p>	<p>Ongoing; upon receipt approval of HSI/Canada Volunteer Manager.</p>
<p>Initial Minimum Commitment</p>	<p>Community 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.</p>
<p>Scheduling Guidelines</p>	<p>Flexible; attendance on monthly conference calls is preferred</p>
<p>Qualifications/Requirements for Volunteer Applicants</p>	<ul style="list-style-type: none"> Commitment to the mission of HSI/Canada Eagerness to learn and understand HSI/Canada'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 HSI/Canada Strong leadership skills and experience, and be an active member of your community

	<ul style="list-style-type: none"> • Able to be discreet, keeping in mind the confidential nature of some aspects of the work • Strong interpersonal skills and able to communicate with a variety of people effectively and without judgment • Strong computer literacy, online research and writing skills, proficiency in Microsoft Office, Word and Excel, and a general knowledge of social media • Commitment to a high level of accountability and integrity, as well as professionalism in attitude and appearance • Able to demonstrate initiative and adapt to sometimes rapidly changing priorities • Able to think strategically to help shape the community leader program • Able to work on a team and as an independent self-starter
Restrictions	<ul style="list-style-type: none"> • Must be able to learn and follow all HSI/Canada guidelines and policies and follow directions given by staff • Access to a computer with Microsoft Office and internet capabilities, a phone and reliable transportation • 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)	<ul style="list-style-type: none"> • Mary-Helen Paspaliaris, Volunteer Manager mpaspaliaris@hsi.org • Michael Bernard, Political Officer mbernard@hsi.org
Number of Concurrent Volunteer Openings	n/a
Additional Information	n/a
Updated	31.8.2016