



**Title:** District Captain

**Department:** Government Relations

**ASPCA Contacts:**

Audrey Tamez, Director, Legislative Engagement

Kathryn Kopanke, Senior Manager of Outreach

Kelly Glascoff, Outreach Manager

**Salary Grade:** Volunteer

## **District Captain Position Details**

**Volunteer Title:**

District Captain

**Location:**

Your work as a District Captain will be completed primarily within your federal congressional district. Most District Captain activities can be conducted from home or another convenient location, but some may require travel within or around the state.

**Days/Dates/Times:**

Year-round. District Captains will have on-going opportunities to engage in legislative advocacy planning and organizing throughout the year. Specific opportunities will be communicated to District Captains when the need for volunteer efforts arise, with possible higher levels of activity for state legislation January through May. There will be lulls and peaks, but we will keep you informed often, at least bi-weekly, so you know what to expect.

**Time Commitment:**

We ask our District Captains to commit to a minimum of 12 months. The time commitment will vary, however we ask that District Captains should be able to commit at least 1 hour per week. This is flexible based on each volunteer, but we are seeking committed and steadfast volunteers for this position.

**Age:**

18 years and older.

### **Volunteer Responsibility Summary:**

District Captains will work in coordination with ASPCA Government Relations team to support and promote humane legislation by organizing advocacy efforts within their congressional district. Tasks may include:

- Working with the ASPCA's advocacy team to identify, grow and organize local advocates
- Developing ongoing relationships with local, state or federal legislators
- Working with Regional Advocacy Field Team (RAFT) volunteers in your district
- Drafting letters for Letters to the Editor (LTE)
- Attending and helping organize advocacy events and in-district lobby meetings
- Driving social media advocacy campaigns
- Distributing information, gathering letters/signatures, and soliciting action alert and volunteer sign-ups via public tabling, social media or other grassroots outreach tactics
- District Captains must submit weekly progress reports detailing *relevant activity, addition of new advocates, and developments occurring within their district.*

### **Requirements/Skills Needed (Certificates, Animal Handling Experience, etc.):**

- A commitment to the ASPCA's mission and approach to animal welfare
- A desire to become involved in the ASPCA's legislative work, including but not limited to attending in district meetings with legislators, town hall meetings, and ASPCA advocacy events, writing letters to the editors and/or representatives, or phone banking to further the passage of animal welfare related legislation
- High levels of flexibility and professionalism
- Ability to build and organize a local network of advocates
- Strong interpersonal skills and comfort with public speaking
- An appreciation for the incremental nature of policymaking and enthusiasm to make a difference working within the system
- Willingness to work flexible hours (some long days and weekends)
- Excellent communication skills (phone and writing)
- The ability to exercise restraint and discretion, understanding that confidential information may be exchanged
- Ability to use and comfort with basic computer technology and social media (Microsoft Word and Excel, online webinars, Facebook, Twitter)
- Passion and excitement!

### **Training Provided:**

- District Captains will be trained by the ASPCA's Legislative Engagement team to prepare them to become effective advocates and leaders in the animal welfare movement.
- Upon selection, each District Captain will receive online webinar orientations, as well as one-on-one training with a member of the ASPCA's Government Relations team on key issues effecting their district, as well as how to implement effective tools for creating change.

- District Captains will engage in monthly District Captain calls with members of the ASPCA's Government Relations team to deepen their understanding of the legislative process and to discuss successes and growth opportunities within their district.
- Additional training may be provided based on circumstances in a particular district.

**How to apply:**

- Fill out the District Captain Volunteer Application Form which can be found here: [www.asPCA.org/DistrictCaptain](http://www.asPCA.org/DistrictCaptain)
- Applications are reviewed and processed on a rolling basis.

**For questions or more information, please email Kelly Glascoff at [kelly.glascoff@aspca.org](mailto:kelly.glascoff@aspca.org)**