Simcoe County Homeless Enumeration

April 24 to 26, 2018

Volunteer Job Descriptions

The Simcoe County Alliance to End Homelessness is looking for volunteers to assist with the 2018 Simcoe County Homeless Enumeration. There are multiple volunteer positions available based on your skills, interests and availability.

Survey Volunteers: April 24 – April 26, 2018

Survey Volunteers survey individuals on the street, in shelters and at service locations. Survey Volunteers are required to commit to a 5.5-hour shift which includes registration, training review, conducting surveys and debriefing. Volunteers surveying on the street need to be able to stand and walk for up to 4 hours. Accommodations can be made for volunteers who are unable to meet this criterion.

Survey Volunteers will be given a supply kit which will include clipboards, surveys and tally sheets, gift cards (for survey participants), local resource cards, and flashlights. Survey volunteers will work in assigned teams under the leadership of a designated Team Leader.

Survey Volunteers must be fluent in English. Fluency in a second language especially French, is an asset.

Team Leaders: April 24 – April 26, 2018

Team leaders carry out all duties listed above, but also take on additional responsibilities regarding the safety and coordination of a small team of survey volunteers. Preferably, Team Leaders should have experience working with individuals who are experiencing homelessness and/or are vulnerable populations.

*We encourage all volunteers to bring a cellphone.

Volunteer Training:

Survey Volunteers and Team Leaders must attend a mandatory training session which will be held between April 16 and April 23. Training sessions will be held in various locations across Simcoe County and will be 1.5 to 2 hours in length during afternoons and evenings. Further details will be provided.

Headquarters (HQ) and Volunteer Management Volunteers: April 24 – April 26, 2018

Headquarters and Volunteer Management Volunteers provide administrative support. The responsibilities include registering volunteers, checking-in with volunteers, distributing and receiving supplies, maintaining the snack table, delivering materials to survey teams in the field, and providing general assistance to the Co-ordinator.

Data Entry Volunteers: April 25 – April 30, 2018

Data Entry Volunteers will use computers to enter the information collected on the paper surveys into an electronic database. Data entry volunteers are required to commit to a 4-hour shift. High attention to detail, computer skills and typing skills are essential. Experience with data entry is preferred. This will take place in a computer lab in Midhurst.

To Apply: Complete the attached registration form prior to April 13, 2018.

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