

Volunteer Position Description

Position title: Homelessness Surveyor

Purpose:

The volunteer will survey individuals and families without a permanent residence (such as temporarily doubled-up with family or friends, staying outside, or staying in other places not meant for human habitation), and who are not staying in a shelter or transitional housing. Data collected from the survey will be used to help communities around the state of Minnesota apply for additional funds to help prevent and end homelessness.

Qualifications:

- Able to read, write and speak English; ability to speak a second language is desirable.
- Must be able to work with a variety of people.
- Must be punctual, dependable and reliable.
- Must be able to respect and maintain confidential information.
- At least 18 years of age.

Location:

- Community Action Building, 450 N Syndicate, Saint Paul, Minnesota 55104
- Government Center East - 160 E Kellogg Blvd, Saint Paul, Minnesota 55101

Responsibilities:

- Complete Data Practices Training level 3.
- Sign Wilder Foundation's data practices statement.
- Attend survey administrator training.
- Report to survey site and collect materials from the site lead.
- Work cooperatively with other volunteers to conduct voluntary surveys of eligible participants.
- Each survey will take approximately 30-minutes to complete; when finished, give the participant a \$10 gratuity.
- Record survey data and gratuities given.
- At the end of the day, return materials to the site lead.

Time commitment:

The point-in-time survey is done every January. The triannual Wilder survey is done every three-years in October. The survey day is from 8:00 am to 4:30 pm. The minimum commitment is one 4 ½ hour shift for either survey; 8:00 am to 12:30 pm, or 12:00 pm to 4:30 pm.

Reports to:

Survey site lead

Professional support:

- Orientation and training.
- Eligible to receive two complimentary tickets to the Omni Theater at the Science Museum of Minnesota.