



Department of Human Services  
Housing and Homelessness Division



Kitsap Housing and  
Homelessness Coalition

## VOLUNTEER TEAM LEADERS |

Team Leaders carry out all duties listed for Survey Volunteer, but also take on additional responsibilities regarding the safety and coordination of a team of volunteers. Ideally, Team Leaders should have experience working with individuals that are homeless and/or vulnerable populations. Team leaders are vital, the more team leaders who are able to participate, the more teams will be able to canvas the county.

### Volunteer Team Leader Responsibilities

#### What you ARE responsible for

- **Reporting to the Area Coordinator.**
- **Ensuring the safety of your team, and directing your team to leave unsafe situations.**
- **Being responsive to team member concerns, including instances where survey participants appear distressed or in harm's way.**
- **Arriving at the assigned meeting area and coordinating your team members.**
- **Returning completed surveys from your team to the county PIT coordinator at Housing and Homelessness Program, 345 6<sup>th</sup> St, Bremerton, WA 98337.**
- Completing survey training and understanding the instructions given.
- Filling out and signing the Volunteer Agreement and Roster.
- Approaching everyone you meet on the street (regardless of their appearance) with courtesy and respect.
- Identifying yourself as a volunteer doing a survey on housing.
- Seeking explicit consent from all potential survey participants.
- Asking the survey questions as written, and writing down responses as clearly as possible.
- Gathering at least location, gender, and estimated year of birth for individuals not consenting to the survey.
- Maintaining the confidentiality of survey participants.
- Surveying only in your designated map zone or facility.

#### What you ARE NOT responsible for

- Providing answers to questions about housing or services.
- Responding to panhandling requests.
- Finding someone a place to stay or directing him/her to a place to stay.
- Going somewhere with survey participants (ex. to show you where/how they are living).
- Sharing personal information with survey participants.
- The behaviour and conduct of other volunteers.
- Providing personal opinions about issues raised by survey participants.
- Responding to media inquiries.

### Qualifications

- **Ability to lead a team of volunteers and coordinate outreach efforts**
- **Past experience working as a PIT Count Team Leader or survey volunteer, experience in working with homeless or vulnerable populations, or experience in social services, mental health, housing, or faith-based outreach.**
- Self-motivated and able to work well with little supervision
- Ability to make clear decisions with sound judgement
- Dependable, adaptable, flexible, and punctual
- Volunteers surveying outdoors will need to be able to stand and walk for at least 6 hours.
- Access to reliable mode of transportation
- Able to complete training specific to the volunteer position
- Fluency in a second language is an asset, especially Spanish, or other languages or dialects, but is not required.

### To Apply

Complete the registration form at <http://kcowa.us/PIT2020> or contact Cory Derenburger, Housing & Homelessness Division Specialist at [cderenbu@co.kitsap.wa.us](mailto:cderenbu@co.kitsap.wa.us) or (360) 337-7287. Visit <https://www.kitsapgov.com/hs/Pages/HH-Point-in-Time.aspx> for more information.