



**Position Title:** *Census Worker*

**Department:** *G & A*

**Reporting Relationships:** Reports to Census Project Manager (Grace Quinton)

**Position Overview:**

The Census Worker's responsibility is to aid in outreach to Port Chester community members with the goal of accurate reporting to the Census Bureau regarding the number of individuals residing in Port Chester. This is a temporary hourly position through September 30<sup>th</sup>, with the option to extend if the census deadline is extended.

**Agency Wide Duties and Responsibilities:**

- Support the mission, program philosophy and values of Port Chester Carver Center
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace
- Comply with all policies and procedures as defined by the Carver Employee Handbook, Child Care Council of Westchester and all other governing agencies.

**Position Specific Duties/Responsibilities:**

- Promote census participation in the Port Chester community
- Represent the census committee at events and locations in the Village of Port Chester as assigned
- Complete a paid training led by the Port Chester 2020 Census Complete Count Committee
- Collaborate constructively with coworkers, and communicate regularly with Supervisory staff
- Update census lists
- Serve as a positive role model and uphold professional behavior

**Position Qualifications:**

- Ability to communicate effectively and respectfully with a broad range of people
- Bilingual in English/Spanish
- Ability to speak, read, and write in English
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form

- Ability to work flexible hours, which may include evenings and weekends
- Flexibility, with the ability to adapt to changing circumstances
- Have access to a computer and an email account

Carver Center employment policy requires the completion of a full background check prior to hiring.

*Position may not include all of the duties listed, nor do the examples necessarily include all of the duties performed.*

*The qualifications listed are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing the absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related section(s) or promotional criteria.*

*I have read and understand the above job description. I understand that I will be held responsible for all mentioned items.*

_____	_____	_____	_____
<b>Employee Name/Signature</b>	<b>Date</b>	<b>Chief Executive Officer Signature</b>	<b>Date</b>