



Department of Human Services  
Housing and Homelessness Division



Kitsap Housing and  
Homelessness Coalition

## TEAM GUIDES |

Team Guides are people who have lived the experience of homelessness in the recent past or are currently living homeless. Their unique perspective, knowledge, experience, and connections make them valuable assets to the surveying team. A Team Guide will work closely with the Team Leader to identify locations where people may be found to take the surveys, and act as a liaison/connection with people living homeless who are being asked to take the survey. Team Guides are compensated for their time through gift cards provided by the Housing and Homelessness Division.

### Team Guide Responsibilities

#### What you ARE responsible for

- **Reporting to the Team Leader.**
- **Helping to ensuring the safety of the team.**
- **Helping the Team Lead identify locations to visit to find people to survey.**
- **Arriving at the assigned meeting area on time and working with the Team Lead and team members.**
- **Completing the Hours Log and returning it to the Team Leader.**
- 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

- **Experience living homeless**
- Self-motivated, able to show up on time, able to work well with others
- Ability to get to the training and to the morning meeting location on the day of the count
- 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
- 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

To apply, 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.