

CENSUS 2014 – AREA SUPERVISOR



Temporary Contract Positions

Duties:

- Responsible for the conduct of the Census within a Census Zone (a Census Zone is comprised of 14 - 18 assigned areas of approximately 350 dwellings each. The number of assigned areas is flexible and will be based on the number of households that completed the census online)
- Drive the Census Zone to develop familiarity with the area
- Supervise and instruct approximately 14 - 18 Census Workers during the data collection period – Census Worker tasks include collecting the dwelling information, using and updating address lists, compiling and returning the forms in an orderly fashion
- Daily contact with assigned Census Workers within your zone – maintain records detailing census worker's results, progress, issues, solutions and support provided
- Daily reporting to the assigned Ward Coordinator to advise on progress, obtain supplies and / or request assistance for incompletes
- NEW as per legislation – conduct mandatory audit of assigned areas to ensure compliance with legislative requirements
- Obtain and review completed forms and supplies from Census Workers
- Review and verify Census Worker's pay calculations
- Deliver all supplies and forms to Census Office
- Attend mandatory training session

Qualifications:

- Minimum of 18 years of age
- High attention to detail
- Strong organizational, oral and written communication skills
- Ability to deal with sensitive situations
- Neat, legible handwriting
- Familiar with the City of Edmonton addressing system
- Physically capable – this position requires a great deal of walking, climbing stairs, and lifting (up to 25 lbs)
- Access to and use of a vehicle with proof of valid insurance
- Prior municipal census experience is an asset

Hours of Work:

- Ability to commit 20 to 30 hours a week for a period of 4 to 7 weeks
- Ability to work flexible hours including days, evenings and weekends

Pay Structure:

- \$100 per assigned area supervised
- \$60 training allowance, subject to successful completion of 50% of the Census Zone
- Mileage: 50¢ per kilometre up to a maximum of 500 kilometres (\$250)

