

CENSUS 2014 – CENSUS WORKER



Temporary Contract Positions

Duties:

- Collect information from all dwellings within the assigned area
- Organize and manage census forms and supplies
- Provide daily progress report to assigned Area Supervisor
- Complete first walk through of assigned area within the first seven (7) days – these dwellings **may** be geographically dispersed
- Complete data collection within three weeks – 100% coverage is essential
- Sort census forms as instructed and deliver with supplies to Area Supervisor
- Attend mandatory training session

Qualifications:

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

Hours of Work:

- Work flexible hours including days, evenings and weekends to complete assigned area

Pay Structure:

- \$2 per completed household form
- 75¢ per household deemed “unoccupied”
- \$50 training allowance for workers, subject to attendance of the 3 hour session and successful completion of a minimum of 150 households in assigned area
- \$60 for mileage and incidentals, subject to 100% completion of assigned area

