Job Description

Community Surveyor for the Hayward Promise Neighborhood

**Purpose:** The Hayward Promise Neighborhood (HPN) is a project being led by Cal State University East Bay that includes a number of community service partners. Together we are working to improve the academic success of children and their families in the Jackson Triangle neighborhood. A Department of Education grant is funding this work and helping families with children who live in the Jackson Triangle. The Jackson Triangle is between Jackson Street, Harder Road, and Whitman Street. For more information see our website at www.haywardpromise.org

As part of our learning effort, we will be surveying the Jackson Triangle neighborhood September 15th through October 12th, 2014. We are looking for temporary surveyors who will attend survey trainings on Tuesday, September 9th (12:30-4:30pm) and Wednesday, Sept 10th (9am-1pm) and who will administer the survey door-to-door over this four-week period for up to 40 hours a week. This is a paid position and surveyors will be hired and managed through Hatchuel Tabernik & Associates.

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Surveyors will get up to 8 hours of required training and then go out into the neighborhood in teams of two to administer the survey for up to 20 days and up to seven hours each day.

Survey managers will be in the field and available by cell phone or in person to manage any questions or problems that come up. Teams of surveyors are asked to carry their own cell phones with them so that they can be in touch with the manager if needed.

Important tasks of community surveyors include:

- Attending two mandatory trainings in mid-September on Tuesday, September 9th (12:30-4:30pm) and Wednesday, Sept 10th (9am-1pm). These are paid trainings covering the basics of administering surveys and allowing surveyors to become familiar with the Hayward Promise Neighborhood program and the survey form.
- Assembling daily at designated site in the Jackson Triangle with other survey teams to be assigned to the addresses for the day and to receive your survey materials for the day.
- Spending up to seven hours per day walking to addresses in the Jackson Triangle with a partner. All addresses will be on the list given to each survey team during the morning assemblies.
- Knocking on doors and recording whether or not someone answers and, if they do answer, determining whether they are able or willing to take the survey.
- Administering the survey when residents agree.
- Leaving HPN program materials at the home whether someone responds or not.
- Returning completed surveys and recording homes visited at the end of the day.
- Staying in contact with survey field manager for security purposes and in case questions or concerns arise.
- Being polite and a good representative of HPN.
What Qualities/Skills we are Seeking for Community Surveyor Positions

- Good communication skills and comfort talking to people.
- Good organizational skills.
- Ability to work with some independence.
- Must be able to read, write and speak English. A second language (Spanish, Vietnamese) is very desirable. Reading and writing skills should be strong enough to collect and record information correctly on a form and to write down which houses visited and the time of each visit.
- Must be able to attend and complete a paid training.
- Must have transportation to get to and from the Jackson Triangle neighborhood.
- Familiarity with the Jackson Triangle neighborhood or South Hayward neighborhood is highly desirable.
- Must be able to talk with families in a respectful and professional way.

About the Position

- This is a temporary position with Hatchuel Tabernik & Associates. Temporary employees will not be eligible for benefits. Surveyors will get up to 8 paid hours of required training.
- Hatchuel Tabernik & Associates has their offices in Berkeley, but this position will be reporting to work at a survey site in Hayward.
- Surveyors will do up to 7 hours of surveying per day for twenty days. This is up to 40 hours of surveying per week for the 3-4 week period.
- Surveyors will be paid $12/hour for each hour worked.
- Beginning and ending times for the survey may be flexible with teams going out in the morning some days and afternoons other days.
- Also the days you work can be flexible. We encourage working on Saturday and Sunday though it is not required.
- Surveyors will be paid based on hours worked at the end of the survey period.

Process to Apply

There are three ways to apply for the surveyor position:

- **Online:** Complete and submit the application online at:  

- **By mail:** Download an application form at [http://www.htaconsulting.com/about-us/career-opportunities](http://www.htaconsulting.com/about-us/career-opportunities) and mail to:
  
  Re: HPN Survey  
  2560 Ninth Street, Suite 211  
  Berkeley, CA 94710

- **In Person:** Drop off a completed application in person to David Korth, Neighborhood Services Manager for the City of Hayward (Monday-Friday, 9am to 5pm). David’s office is located in the City Manager’s Office at:
  
  Hayward City Hall, 4th Floor  
  777 B Street  
  Hayward, CA. 94541-5007

Applications should be submitted as soon as possible for full consideration. Applications for this job will not be accepted after **Monday, September 1st at 5pm.** Interviews will take place during the weeks of August 25th and September 1st.