

# PIT COUNT TEAM LEAD

## ROLE & RESPONSIBILITIES



### **Confirm Team Members Have the Counting Us Mobile App Downloaded**

Check with each team member conducting surveys to ensure they have the Counting Us mobile app downloaded, that they are logged in, and that their team and location assignments are correct



### **Lead Team to Assigned Counting Area(s)**

Every team has one or more location assignments. As team lead, you are responsible for the team getting to their counting area. This may include driving to an area that isn't within walking distance of your meetup location.



### **Assist in Identifying and Surveying People Experiencing Homelessness**

When you arrive to your assigned location there may be many people experiencing homelessness, just a few people, or no people at all. Follow the training guidance for approaching people and conducting surveys.



### **Verify Team Members Conduct Surveys Correctly & Only in Assigned Locations**

Check with team members to ensure they are conducting their surveys correctly, including submitting any draft surveys remaining on their phones at the end of the shift if necessary. Team members must also stay within the boundaries of the assigned location. Unsubmitted surveys and surveys done outside of assigned areas will not be counted and can skew results.



### **Ensure Team Has All Necessary Supplies & Incentives for Survey Completion**

Your jurisdiction lead will provide details on supplies for count teams and incentives for people experiencing homelessness who complete a survey. Be sure your team has everything they need before leaving the meetup location. Refer to guidance from your jurisdiction lead on what to do if you run out of incentive items.