



## **CENSUS WORKER**

### **ROLE DESCRIPTION**

In order to establish a Separate Catholic School District for residents to access funded Catholic education, a census must be completed to assess if the district has a minority Catholic population. The census is a 2 step process where all residences within the district must be canvassed and then any residences who were not home must be revisited after 2 weeks have passed.

The Census worker conducts a census of assigned residences to determine if eligible voters are of the Catholic, Protestant or Other faith. The census worker will distribute information materials, speak with residents and note the results of the census on the prescribed forms.

The Census worker must be 18 years or older and have adequate transportation, footwear and clothing to conduct the census.

### **RESPONSIBILITIES**

1. Attempt to do a census of all residences assigned by the Census Coordinator.
2. If residents are home:
  - a. Identify the purpose of the census and distribute an information package.
  - b. Complete the prescribed form with the address, names of all residents 18 years or older and whether each resident is Catholic, Protestant, Other or refused to answer. For Catholics, note a contact phone number.
3. If residents are not home:
  - a. Leave the prescribed package in the mail box of the residence.
  - b. Note the address and time that the census was attempted on the prescribed form.
4. Hand in the forms to the Census Coordinator upon canvassing of all assigned residences.