



Title: Lead COVID Connector

Reports To: Latino Family Center Program Director

**Statement of Job:** Under the general supervision of the Latino Family Center Director, the COVID Community Connector will work with the COVID Canvasing Pilot Project. The Lead Connector will coordinate the community outreach and canvasing of neighborhoods, schedule the Community Coordinators, volunteers and coordination of transportation with City of High Point. Management style and work ethic must be consistent with the mission of the YWCA.

## **Mission Statement**

The YWCA High Point is dedicated to eliminating racism and empowering women and promoting peace justice, freedom and dignity for all.

# **Qualifications:**

- 1. Graduation from high school
- 2. Strong oral and written skills
- 3. Good driving record
- 4. Flexibility and sensitivity with multi-cultural group
- 5. Professional image
- 6. Strong organizational and scheduling skills
- 7. Sound judgment, initiative and independent thinking
- 8. Reliable transportation
- 9. Ability to train, delegate and supervise volunteers
- 10. Ability to relate to all members of the community
- 11. Flexibility in schedule. Must be able to work weekends and afternoons.
- 12. Being bilingual (particularly in Spanish) is a plus.

## **Physical Requirements:**

- 1. Auditory ability to respond to critical incidents
- 2. Ability to observe staff effectiveness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques
- 3. Physical ability to operate emergency exits and perform emergency procedures
- 4. Ability to participate in activities and help all participants experience success
- 5. Ability to be standing up for long periods of time
- 6. Ability to lift 15 pounds

## **Principle Responsibilities:**

- 1. Daily check-in Team meetings to set daily goals.
- 2. Meet with supervisor to review procedures, report issues or concerns, and receive updated instructions
- 3. Filling out and turning in short online and papers forms.
- 4. Communicating with current and potential community members about the COVID Vaccine.



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- 5. Represents the program and the YWCA in the community, providing information as appropriate.
- 6. Provides logistical support.

## **Effect of End Results:**

The effectiveness of the employee will be measured by mutually agreed upon goals. Furthermore, the effectiveness can be demonstrated and recognized by:

- The degree to which the number and variety marginalized residents receive the COVID vaccine
- Satisfactory attainment of goals
- YWCA mission and objectives being evident in all programs and facilities
- Morale, enthusiasm and effectiveness of volunteers in assigned areas.
- Steady growth in professional skills and abilities
- Professionally representing the YWCA
- Performance of other duties as assigned

We understand and mutually accept the above job description and any supplemental request is our agreement as to the job to be performed

Supervisor	Date	Employee	Date
Executive Director	Da	ate	

Rev 3/24/21







Title: COVID Community Connector

Reports To: Lead COVID Community Connector

**Statement of Job:** Under the general supervision of Lead COVID Community Connector the COVID Community Connector will work with the COVID Canvasing Pilot Project. The Community Connector will coordinate the community outreach and canvasing of neighborhoods, work with volunteers to canvas neighborhoods and provide coordination of transportation with City of High Point. Management style and work ethic must be consistent with the mission of the YWCA.

## **Mission Statement**

The YWCA High Point is dedicated to eliminating racism and empowering women and promoting peace justice, freedom and dignity for all.

# **Qualifications:**

- 1. Graduation from high school
- 2. Strong oral and written skills
- 3. Good driving record
- 4. Flexibility and sensitivity with multi-cultural group
- 5. Professional image
- 6. Excellent written, oral and presentation skills
- 7. Sound judgment, initiative and independent thinking
- 8. Reliable transportation
- 9. Ability to train, delegate and supervise volunteers
- 10. Ability to relate to all members of the community
- 11. Flexibility in schedule. Must be able to work weekends and afternoons.
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# Physical Requirements:

- 1. Auditory ability to respond to critical incidents
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Principle Responsibilities:



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- 1. Daily check-in Team meetings to set daily goals.
- 2. Communicating with current and potential community members about the COVID Vaccine.
- 3. Use tablets provided by the YWCA to record information
- 4. Visit assigned neighborhoods and knock on doors of households that have not yet received the vaccine.
- 5. Interview residents in assigned areas, provide literature on the vaccine, and answer their questions.
- 6. Represents the program and the YWCA in the community, providing information as appropriate.
- 7. Provides logistical support.

# Effect of End Results:

The effectiveness of the employee will be measured by mutually agreed upon goals. Furthermore, the effectiveness can be demonstrated and recognized by:

- The degree to which the number and variety marginalized residents receive the COVID vaccine
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