



Data Entry and Tracking Volunteer – Position Description

POSITION: Data Entry and Tracking Volunteer

PROGRAM: 2Avenue Transitional Housing Program

SUPERVISOR(S): Program Manager or Program Director

The Data Entry and Tracking Volunteer will review and input all client entry/exit data so it accurately reflects program and client outcomes. This volunteer will be responsible for reviewing past data entry for accuracy and make corrections where necessary. The information gleaned from this data collection, will contribute toward and improved understanding of the 2nd Ave program and its clients.

Essential Duties and Responsibilities:

- Enter Data obtained at client entry and exit to program
- Input collected data into Excel or GoogleDocs
- Ensure all past/current data is entered accurately
- Review all information entered and make corrections where necessary
- Contact past residents for data purposed

Requirements:

- Must be at least 18 years old
- Be self-directed, willing to take initiative, and detail-oriented
- Must be dependable and punctual
- Respect and maintain confidentiality of SDRM data and clients
- Knowledgeable about Excel and Google Drive

Training:

- Attends general volunteer orientation
- Successfully complete all volunteer orientation requirements
- Completes office orientation which includes training on the following items:
 - Phone System Tutorial
 - Database Tutorial
 - E-Filing System

Evaluation:

- 1 hour weekly meeting

Time Commitment:

- 6 month minimum
- 12-16 hours a week, any weekday
- During office hours (Monday - Friday from 8:00 am - 4:00 pm).



Benefits:

- Improve understanding of the San Diego's homeless population
- Work experience
- Lunch
- Free parking

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