CANVASSER JOB DESCRIPTION

**Job Title:** Canvasser

**Job Summary:** Assists and supports in coordinating and executing door-to-door fundraising activities such as one-time or monthly giving programs, and occasional specific special events. Canvassers track and record all donations, door knocks, donor prospects, etc.

**Job Classification:** Non-exempt; Hourly; Part-time or Full-time; Eligible for overtime and bonus; Full-Time employees eligible for benefits (> 30 hours/week)

**Essential Job Functions:**

1. **APPEARANCE:**
   A. Wear the client uniform and a Name Tag.
   B. Must wear clean, non-ripped and non-faded jeans or shorts. No hats or with offensive language or pictures.
   C. No visible facial piercings. Offensive or Controversial tattoos, as determined by your Director, must be covered.
   D. No elaborate or heavy make-up.

2. **LEARNING/PREPAREDNESS:**
   A. Learn and adequately deliver the standard presentation ("rap") to possible contributors.
   B. Attend training sessions as required
   C. Prepare canvassing materials as required.
   D. On occasion, an invitation may be extended to work on special projects (remote canvass trips) that require overnight travel. Selection for these projects is highly competitive.
   E. Wear the appropriate clothing, as the weather dictates. (See Environment)

3. **DATA COLLECTION:**
   A. Follow the daily crew assignments as developed by the Canvass Directors (CDs).
   B. Gather complete and accurate contact information and demographic data for each contributor.
   C. Record and enter non-pledge data at every door.
   D. Report true and accurate canvass results to the Field Manager (FM) after every shift.
   E. Initial the crewsheet (i.e. clock-out) with your FM or Director upon completing every shift.

4. **ALL OTHER DUTIES AS ASSIGNED BY YOUR SUPERVISOR.**

**Knowledge, Skills and Abilities:**

1. Ability to clearly, professionally, and enthusiastically communicate with the public.
2. Ability to adequately operate a Kindle touchscreen tablet or similar technology.
3. The skill to maintain a cool outward appearance in the face of rejection.
4. Knowledge of public policy, non-profit fundraising, or the legislative process is preferred but not required.
5. Bi-Lingual is a Plus!

**Environment and Physical Demands:**

1. 20% Office; 80% Outdoors
2. Ability to walk outside for up to 6 hours per shift, 4-5 miles per day.
3. Ability to carry all canvassing equipment and materials while walking on turf.
4. Ability to dress in the appropriate clothing and shoes in order to meet all physical demands.
5. Ability to work in inclement weather conditions all year-round.
6. Ability to travel overnight if requested.
**CANVASSER POLICIES**

Welcome, and thank you for becoming a part of the DDS canvass team! You’re joining a staff of dedicated community organizers working for CRS Management Group LLC on behalf of our Public Broadcasting Stations.

**Training:**
- Your first day will be a paid training during which you’ll shadow an experienced Trainer in the field to learn the basic skills of canvassing, fundraising, and citizen outreach. Compensation for this observation day varies by office – please ask your Director.
- Based on your performance the first day, you may be given up to 3 additional training days to continue building your skills both in the office and in the field. In order to stay on staff, you must raise the office minimum standard – i.e. *quota* – at least once within your first 3 training days. If you cannot meet this standard, we may rescind our offer of employment.
- During your training period – up to and including the shift that you make the minimum standard – you’ll be paid **$8.00/hour or the state minimum wage**, you will have no daily quotas, and you’ll receive no bonus pay on any of the money you raise.
- After you make the minimum standard, you will receive an hourly raise, and you become eligible to receive bonus pay.

**Minimum Standards:**
- Follow the Dress Code **100%** of the time, as described in the Job Description. Failure to dress appropriately could lead to you being sent home. Continued violations will result in disciplinary action up to and including separation.
- You will show up on time to the office, work the shifts you’re scheduled for, and make-up any missed shifts.
- You will canvass for the full 5 hours each day, knocking on at least 80 doors.
- You will average at least the office minimum per shift worked in any given canvass week.
- You will use the Mobile Canvasser application on your assigned tablet to process all personal and financial information.
- You will achieve the target rates for info gathering: 70% phone numbers and emails, 90% demographics, <5% anonymous gifts.
- You will securely deliver all cash and checks you receive to your Field Manager or DDS Canvass Director.

**Hours & Base Pay:**
- Shifts run from **1:00pm–9:30pm** (approx.), Monday thru Friday; Saturday hours are **10:30am–6:00pm** (approx.). All DDS canvassers will receive at least one half-hour unpaid lunch break during every shift that they canvass.
- From Memorial Day to Labor Day, Monday through Friday shifts may run from **1:30pm–10:00pm** (approx.).
- The office is closed on most Sundays, Thanksgiving Day, Christmas Eve/Christmas Day, and New Year’s Eve/New Year’s Day.
- It is **highly recommended** that you opt for Direct Deposit or a Visa Pay Card, however physical checks are available.
- The hourly base pay rate for DDS canvassers is determined by their total number of shifts worked for DDS:
  - < 59 shifts: **$10.00/hour**
  - 60 – 119 shifts: **$10.50/hour**
  - 120+ shifts: **$11.00/hour**
Attendance:

▲ Every month you’ll be asked to fill out a blank calendar indicating the scheduled shifts you’re committed to working that month.
▲ Full-Time employees will be expected to work a minimum of 30 hours/week; employees working less will be considered Part-Time. Refer to the CRS Employee Handbook for all information regarding staff benefits.
▲ If you miss a scheduled shift during the week due to reasons other than illness, or a pre-approved leave such as vacation, holidays, or personal days, you’ll be asked to work a make-up shift on Saturday of the same canvass week. Any missed shifts not made up during that same week may be considered unexcused, and you may face disciplinary action, up to and including termination. Missed shifts also mean fewer hours worked, which may affect benefits eligibility.
▲ 3 or more unexcused missed shifts during a calendar year may be grounds for immediate termination.
▲ For planned leaves of absence, you’ll be expected to submit Time-Off Request 3 weeks in advance of your proposed absence, and your request may be approved or rejected at the discretion of your DDS Canvass Director.
▲ Unpaid leaves of absence still require a Time-Off Request, to be submitted retroactively; ALL leave is subject to Director approval.
▲ Sick days – paid or unpaid – require some form of notice be given to your DDS Canvass Director, and a Time-Off Request must be submitted retroactively. 3 or more missed consecutive shifts may also require a doctor’s note. Any patterns of abuse of the CRS Sick Leave policy, as determined by Human Resources and attendance records, may be cause for immediate termination.
▲ On rare occasions, extreme weather conditions may hinder working outdoors. In such cases, and at the sole discretion of DDS LLC and/or CRS MGMT LLC, shifts may be canceled or deemed optional on short notice. Missing work on a canceled or optional day will not count against DDS Canvassers for the purposes of benefits eligibility. Neither DDS LLC nor CRS MGMT LLC will be held responsible for lost wages or reductions in pay on account of office closures due to severe weather. Whenever possible, the proceeding Saturday canvass will be offered to make-up for any missed shifts under these circumstances.