

Position Description: Survey Supervisor – Mary Ann Wright

RESPONSIBILITIES:

This is an important role and if you are unable to fulfill your shift that you have been assigned please contact Gabby with as much notice as possible.

- Gabby Le Brun will provide the details of the questionnaire and explain the requirements
- Assist survey volunteers to understand the questionnaire at the WH&S meeting
- Meet your survey volunteers at the Volunteers HQ and give them a quick refresher
- Request volunteers do two surveys and then return to have them checked
- Check the surveys and discard any that are not correct
- A minimum of 500 surveys are required to be achieved
- Keep Gabby informed if you are not achieving sufficient survey numbers so she can allocate further volunteers
- Give Gabby the completed and checked surveys at the end of each day so she can remove them from site
- You will brief the survey volunteers on this role at the Safety Meeting with John Bennett (survey designer).