**PIT Count Outreach Lead:**

The role of outreach lead is a voluntary position. Each county should have at least one person identified to fill the lead role. (Based on geography and available volunteers, there may be more than one lead identified within each county.)

**Role/Expectations of Lead:**

* The contact information for each identified lead will be posted on the mainehomelessplanning.org website and made available to the public. As the identified lead for your area, requests for local contacts (for volunteers, press releases, local media comments on homelessness in your community, etc.) will be directed to the geographically appropriate outreach lead. The lead is expected to handle the calls in a manner which promotes community participation in the count and increases the public awareness of homelessness in our communities.
* Stay abreast of the PIT Count planning process for the unsheltered homeless, as well as the sheltered homeless, in your assigned area. You do not necessarily need to be doing the work yourself, but you do need to be aware of what is being done by others in your area. This will allow for better coordination of volunteer efforts.
* Coordinate volunteers throughout your assigned area. There is a role for anyone/everyone who is interested in the PIT Count/Homeless issue and all those seeking to volunteer should be utilized in some capacity throughout the count/planning process, even if they are not used on the night of the count.

**\*\*\*Do not miss out on the opportunity to engage members of your community in the discussion of homelessness and housing issues in your area!! If some from the community expresses an interest in the count specifically and/or the homelessness issue in general, please do not indicate the person’s assistance is not needed!! Even if it not possible (for whatever reason) to utilize the person’s assistance on the night of the count, there are numerous other ways a person may assist with the count planning process and raising the community’s awareness of the homeless issues. Please engage with all those who reach out to us to express their interest in becoming a volunteer.**

* Ensure that all volunteers in your area have received the Maine Housing PIT Count training, as well as Safety training for those volunteers who will be going into the community to engage people who are homeless.
* Provide follow up/additional support to volunteers throughout the planning and counting process. If the outreach lead is in need of assistance to meet this expectation, leads are responsible for contact members of the MCoC Resource Committee for assistance in making other arrangements to meet the needs of a volunteer.
* The MCoC resource committee is responsible for overseeing the PIT planning with regards to the unsheltered population of homeless individuals. Therefore, if leads identify any issues related to this portion of the count, the leads are responsible for bringing the identified issues to the attention of the resource committee.

Timeline of Outreach Lead Activities

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| --- | --- | --- |
| 90 days out from count | 60 days out from count | 30 days out from count |
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Once the count has been completed, outreach leads are expected to participate in the following:

* **Be sure to formally thank any/all volunteers who assist you in any capacity with the count. This can be done in any manner the outreach lead deems appropriate based on locally available resource, which can include thank you cards, certificates of participation, etc.**
* All Outreach Leads are expected to participate in a post-count after action review meeting, scheduled as part of the February monthly Resource Committee meeting that will occur immediately following the PIT count. **Time/date/location to be announced.**