

Local Housing Coalition Point in Time (PIT) Count Coordinator

The Local PIT Coordinator is responsible for planning and executing the local housing coalition's annual Point in Time Count, in alignment with the planning efforts of the VT BoS CoC and with support from local housing coalition members. Please refer to the PIT Count Planning Tool as well for support and guidance.

The following tasks and responsibilities are meant to guide Local PIT Coordinators; some of them may be done on an as-needed basis, depending on each local housing coalition's needs and capacity.

Communication

- Inform partner organizations about the PIT Count date, coordinator contact information, and other logistics as needed.
- Inform relevant entities (churches, libraries, law enforcement, local government, hospitals, and clinics) about the PIT Count date and coordinator contact information.
- Act as a key point of contact for the VT BoS CoC, local housing coalition, local ESD office, and PIT Count volunteers.

Volunteer Recruitment, Training & Coordination

- Recruit volunteers for PIT Count (service providers and local housing coalition members, persons with experience of homelessness, and/or community members).
- Ensure volunteers are trained in the completion of the PIT Count Google/paper forms, through the statewide webinar or other locally coordinated training.
- Decide upon and communicate volunteer logistics for the unsheltered portion of the count (contact information, assigned locations to count, command center, etc.)

Administration & Planning

- Work with partners & providers to pre-identify unsheltered locations and areas to be counted.
- Ensure providers that use HMIS confirm their PIT data with ICA, the HMIS Lead Agency, by one week after PIT Count *and* HIC data by two weeks after PIT Count; reach out to ICA staff to get a status update on providers that need to confirm, as needed.