



# District of Columbia Board of Elections



## ADA Compliance Assistant Application

### Eligibility Criteria:

To serve as an ADA Compliance Assistant, you must meet the following criteria:

- Be at least 18 years of age
- Be authorized to work in the United States
- Have access to reliable transportation

### Requirements:

- Complete the training class (**4 hrs**)
- Available on Election Day from 6:00am – 8:00 pm (**June 2, 2020**)
- Assist in setting up your assigned polling places the Monday before Election Day (**June 1, 2020**)

### Selection Process:

- Submission of an application does not guarantee that you will be selected
- Not all volunteers will be assigned to their preferred polling places

### Submit an Application:

All applications must be submitted to the ADA Coordinator via email, in person or by mail.

Email: [Tjennings@dcboe.org](mailto:Tjennings@dcboe.org)

### Contact Us:

#### Address

1015 Half Street SE, Suite 750,  
Washington, DC 20003  
(202) 727-2525 (Phone), 711 (TTY)  
or 800-833-7833 (Toll-free/voice)

#### Social Media

Website: [Dcboe.org](http://Dcboe.org)  
App: @Vote4DC  
Facebook/Youtube: District of  
Columbia Board of Elections  
Twitter: @Vote4DC  
Instagram: @Vote4DC

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HOME #: \_\_\_\_\_ CELL #: \_\_\_\_\_

ALTERNATE #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Do you need this application in an alternative format?  Yes  No

Have you ever served as an Election worker?  Yes  No

Do you have access to reliable transportation?  Yes  No

Do you have experience working with people with disabilities and/or Senior Citizens?  Yes  No

Other than English, do you speak another Language fluently?  Yes  No

If YES, please specify \_\_\_\_\_

Do you have access to a working cell phone?  Yes  No

Are you available to work Election Day

Tuesday, June 2, 2020 (6am–8pm)?  Yes  No

**To request a reasonable accommodation, please contact the ADA Coordinator at (202) 727-2525 or send an email to [tjennings@dcboe.org](mailto:tjennings@dcboe.org).**

How should we contact you?  Phone  Email  Representative

Signature/Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**Mandatory Training: 4 hrs.- May 19, 2020, 5:00pm to 9:00pm (new volunteers)  
May 30, 2020, 1:00pm to 4:00pm (returning volunteers only)**

\*\*\*\*\* **APPLICATION DEADLINE: May 1 2020**\*\*\*\*\*

**Please email your resume with your application!**

## ADA COMPLIANCE ASSISTANT POSITION (JUNE 2, 2020)

The District of Columbia Board of Elections (DCBOE) is committed to ensuring that all District of Columbia residents have equal access to the voting process. Accordingly, we are inviting you to join our Americans with Disabilities Act (ADA) compliance team and work with our ADA Coordinator to make all precincts operationally accessible on Election Day.

### ➤ JOB RESPONSIBILITIES

- Evaluate assigned polling places on Election Day using the DOJ approved ADA compliance checklist and make changes where necessary. Make sure that all accessible entrances are properly identified.
- Keep ramps and wheelchair accessible doors unlocked and barrier-free. Also, make sure the accessible routes are free of obstructions and protrusions.
- Make sure the appropriate signs are posted to identify accessible parking, accessible drop-off zones etc.
- Work with Precinct Captains and the ADA Coordinator to correct any instances of noncompliance.

### ➤ JOB REQUIREMENTS

- A high school diploma or applicable work experience considered.
- Prior experience working with senior citizens and/or individuals with disabilities is preferred.
- Experience working during an election is preferred.
- Travel is required; volunteers must have access to reliable transportation to travel between 3-5 precincts.
- Must have access to a working cell phone to communicate with supervisor and team members.
- Must be at least 18 years of age and a United States Citizen.

### ➤ AVAILABILITY

- **Primary Election:** Tuesday, June 2, 2020 **Mandatory Training: 4 hrs.- May 19, 2020, 5:00pm to 9:00pm (new volunteers) and May 30, 2020, 1:00pm to 4:00pm (returning volunteers only)**
- **Stipend for volunteers: \$250 total (training day-above/set-up day-June 1, 2020/Election Day-June 2, 2020).**
- You DO NOT have to be a District of Columbia resident to apply.
- BILINGUAL VOLUNTEERS are highly encouraged to apply. We welcome ALL interested volunteers.

**If you would like to request a reasonable accommodation or receive this document in an alternative format, please contact Terrica Jennings, Attorney and ADA/Language Access Coordinator. Additionally, email your application, resume, questions etc. to Ms. Jennings at [Tjennings@dcboe.org](mailto:Tjennings@dcboe.org) or call (202) 727-2524. You can also contact DCBOE for more information.**

### **DISTRICT OF COLUMBIA BOARD OF ELECTIONS**

1015 Half Street SE, Suite 750, Washington, DC 20003  
(202) 727-2525 (Phone), 711 (TTY) or 800-833-7833 (Toll-free/voice)

**Website:** <https://dcboe.org/> **App:** @Vote4DC

**Facebook/YouTube:** District of Columbia Board of Elections **Twitter:** @Vote4DC **Instagram:** @Vote4DC

### **NEED HELP IN YOUR LANGUAGE? CALL (202) 727-2525**

Amharic: በቋንቋዎን እርዳታ ማግኘት ይሻሉ? በስልክ ቁጥር (202) 727-2525 ይደውሉ።

Chinese: 需要以您的语言帮助? 拨打Call (202) 727-2525

French: Avez-vous besoin d'aide dans votre langue? Appelez le (202) 727-2525.

Korean: 모국어로 도움이 필요하세요? (202) 727-2525로 전화해주세요

Vietnamese: Cần sự trợ giúp ngôn ngữ của bạn? Hãy gọi (202) 727-2525

Spanish: ¿Necesita ayuda en su idioma? Llame al (202) 727-2525