



DISTRICT OF COLUMBIA  
**BOARD OF ELECTIONS**  
1015 Half Street SE, Suite 750  
Washington, D.C. 20003  
(202) 727-2525



**ADA COMPLIANCE ASSISTANT (ONE DAY-VOLUNTEER POSITION)**

The D.C. Board of Elections is currently seeking volunteers to be a part of our ADA Compliance Team. The ADA Compliance Assistant will work with the ADA Coordinator to make all D.C. precincts operationally accessible on Election Day.

➤ **RESPONSIBILITIES**

- Evaluate assigned polling sites using the agency approved ADA compliance checklist.
- Keep ramps and accessible entrances unlocked and barrier-free.
- Identify the accessible entrance and create accessible routes (inside and outside).
- Remove obstructions and protrusions from the accessible routes.
- Post voter access signs to identify accessible parking, accessible drop-off zones, curbside voting and other services.
- Work with Precinct Captains to correct any instances of noncompliance.
- **Travel is required:** volunteers rotate between 3-5 polling sites all day; must have access to reliable transportation.

➤ **REQUIREMENTS**

- High school diploma minimum; some college is preferred.
- Prior experience working with senior citizens and/or individuals with disabilities is preferred.
- Prior elections experience is preferred.
- Must have access to a working cell.
- Must be at least 18 years of age.
- **MUST** attend the MANDATORY training class.

➤ **SKILLS**

- Ability to deal tactfully and courteously with the public.
- Ability to work independently.
- Good time management skills.

➤ **AVAILABILITY**

- **ONE DAY ONLY- General Election:** Tuesday, November 6, 2018, Availability: 6:00AM-7:30PM.
- **Training:** Thursday, November 1, 2018, 5:00PM-9:00PM (mandatory)
- **Stipend for volunteers:** \$250 total.

- **CONTACT:** Please email your resume (if you have one) and a completed application (link below) to Michelle Berry, [mberry@dcbos.org](mailto:mberry@dcbos.org) or call (202) 727-3626. **Subject Line: ADA Compliance Assistant.**

- **APPLICATION DEADLINE:** The last day to submit your resume/application is **October 12, 2018**. The application is available online via <https://www.dcboe.org/Data-Resources-Forms/Forms-and-Resources>. You can also contact Michelle Berry to receive the notice and application in an alternative format.

**Limited positions available. Please contact the ADA Coordinator at (202) 727-2525, if you would like to request a reasonable accommodation.**