



Call for Election Officials

Job Description:

The District of Summerland is seeking to hire Election Officials for the upcoming Local Government General Election on October 15, 2022, and advanced voting opportunities on October 5 and 13, 2022.

Election Officials assist and support the administration of voting and are responsible for:

- Setting up the voting place and stations including voting booths and posting signs and notices.
- Verifying voter's name on the voter list, taking solemn declarations, making changes to existing registrations, registering new voters and verifying identification.
- Explaining the voting process and issuing ballots.
- Assisting voters in a pleasant, polite and friendly manner for a positive voter experience.
- Assisting with the packing of equipment and supplies and the closing of the voting place.

The successful applicants will possess:

- Excellent verbal and written English communication skills.
- Ability to interact with voters and clearly communicate election procedures.
- Ability to understand and follow written instructions and checklists.
- Excellent organizational skills and attention to detail.
- Past election employment experience will be considered an asset.
- Knowledge of the election provisions of the *Local Government Act* will be considered an asset.

Things you need to know before you apply:

- This casual non-union position pays \$20 per hour.
- You must be at least 16 years of age by the date you are scheduled to work.
- You must attend a mandatory paid election training session (Approximately 2 hours).
- You must not be related to any candidate running for office and must not be actively working for any election campaign.
- You will be expected to work Saturday, October 15, 2022, from 7:30 am to 8:30 pm or shifts within that time. If you are available, you may be scheduled to work on October 5 or 13 for advance voting.
- Short meal breaks and two meals will be provided (lunch and dinner).
- Most of this time you will be sitting, so you must be able to sit for long periods.
- Legible handwriting is important.
- You will need to be able to get yourself to and from the polling stations: Advanced Voting will take place at the Summerland Arena Banquet Room (8820 Jubilee Road East) and

General Voting Day will take place at the Summerland Secondary School (9518 Main Street).

All interested applicants must complete the Election Worker Application Form on our website at <https://www.summerland.ca/your-city-hall/elections>.

Applications can be emailed to elections@summerland.ca and will be received until 4:00pm on September 9, 2022.

All external applicants are required to be fully vaccinated for COVID-19 as a condition of hire and maintain such status as a condition of continued employment. External applicants can request an accommodation on the basis of a protected ground under the Human Rights Code if they are unable to be vaccinated against COVID-19.

We thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted.