



Call for Election Officials for 2023 Recreation Centre Referendum

Job Description:

The District of Summerland is seeking to hire election officials for the upcoming 2023 Recreation Centre Referendum on November 4, 2023, and advanced voting opportunities on October 25 and 31, 2023.

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/referendum procedures.
- Ability to understand and follow written instructions and checklists.
- Excellent organizational skills and attention to detail.
- Past election/referendum 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 will be expected to work Saturday, November 4, 2023, 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 25 or 31 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: general voting day and advanced voting will take place at the Summerland Arena Banquet Room (8820 Jubilee Road East).

All interested applicants must complete the referendum application for employment form on our website at www.summerland.ca/your-city-hall/elections/2023-recreation-centre-referendum.

Applications can be emailed to elections@summerland.ca or dropped off in person to the Chief Election Officer at municipal hall located at 13211 Henry Avenue, Summerland BC. Applications will be received until 4:00pm on September 29, 2023.

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