

## **Election Officials**

### **2018 General Local Elections**

The District of Summerland is seeking interested individuals to fulfill various Election Officials roles for two Advance Voting Days and one General Voting Day for the upcoming 2018 General Local Elections taking place this October.

**Presiding Election Officials and Alternate Presiding Election Officials** work under the direction of the Chief Election Officer and Deputy Chief Election Officer and are responsible for conducting the vote at voting places. Duties include:

- previous election experience required.
- enforcing and being knowledgeable about election bylaws and legislation;
- maintaining peace and order at the voting place;
- understanding of the voting and counting procedures;
- ability to work with and manage Election Officials; and
- ability to respond with knowledge and courtesy when dealing with electors, candidates and candidate representatives.

All other **Election Officials** assist and support the administration of voting at an assigned voting place on one or more advanced voting days and/or general voting day. Election Officials work as a team, report to the Presiding Election Official and Alternate Presiding Election Official for their voting place and ensure voters participate efficiently in the voting process. Duties include:

- Setting up the voting place and stations including voting booths and posting signs and notices;
- Assist voters with same-day registration and verifying identification;
- Explaining the voting process and issuing ballots;
- Assisting voters as may be required; and
- Assisting with the packing of equipment and supplies and the closing of the voting place.

Presiding /Alternate and all other Election Officials must:

- Be 16 years of age or older;
- Be legally entitled to work in British Columbia;
- Be responsible for their own transportation to and from their voting place;
- Be able to sit for long periods of time;
- Attend an estimated 1-hour mandatory training session scheduled for October 5, 2018 at 5:00pm;
- Not be related to any candidate running for office in the general election; and
- Not be actively working for any election campaign or any candidate.

The successful candidate 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; and excellent organizational skills and attention to detail. Knowledge of and experience with the election process and the election provisions of the *Local Government Act* will be considered an asset.

**Hours of Work**

From 7:30am to 8:30pm on one or more of the following days (depending on applicant availability):

- Wednesday, October 10 – Advance Voting Day (Municipal Hall)
- Tuesday, October 16 – Advance Voting Day (Municipal Hall)
- Saturday, October 20 – General Voting Day (Giant’s Head School & Summerland Secondary)

Lunch, dinner, and snacks will be provided.

**Training**

The estimated 1-hour mandatory training session is scheduled for **5:00pm on Friday, October 5** at Summerland Municipal Hall. This is included in the Presiding and Alternate Presiding Election Official’s pay. All other election officials will be paid the hourly rate for attending the training.

**Rates of Pay**

Election officials appointed by the District shall be remunerated as follows:

Position	Remuneration
Presiding Election Official	\$ 500.00 lump sum per day (13-hour shift)
Alternate Presiding Election Official	\$ 385.00 lump sum per day (13-hour shift)
All Other Election Officials	\$ 20.00 per hour for all hours worked

**How To Apply**

Please visit the District’s website at [summerland.ca/jobs](http://summerland.ca/jobs) to download the application form or pick one up from Municipal Hall (13211 Henry Ave, Summerland). Completed applications forms must be submitted in person at Municipal Hall by 4:00pm on **Friday, September 28, 2018**.