



Call for Election Officials for 2026 General Local Election

Job Description:

The District of Summerland is seeking to hire election officials for the upcoming 2026 General Local Election on October 17, 2026 and advanced voting opportunities on October 7 and 14, 2026.

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.
- Directing voters and providing information on the process; verifying voter's name on the voter's list, taking solemn declarations, making changes to existing registrations, registering new voters, verifying identification, 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:

- be impartial and neutral representative on the election team;
- have excellent verbal communication skills;
- have basic English literacy and language skills (the person does not have to be a native speaker but should be able to communicate adequately);
- have basic arithmetic and analytical skills;
- have the ability to understand and follow oral directions, written instructions, or checklists;
- have the stamina and patience to interact with a variety of people throughout a very long day;
- have the ability to do repetitive work accurately and efficiently;
- conduct themselves in a professional and efficient manner;
- act responsibly and exercise good judgment;
- have good attention to detail;
- have good interpersonal skills for dealing with a variety of people;
- if selected as a presiding election official, have some experience supervising people.
- be able to communicate orally in another language (desired, not required); and
- be able to communicate in writing in another language (desired, not required).

Things you need to know before you apply:

- Past election/referendum employment experience will be considered an asset.
- Knowledge of the election provisions within the *Local Government Act* will be considered an asset.
- This casual non-union position pays \$20 per hour.
- You must be at least 18 years of age by the date you are scheduled to work.

- You must attend a mandatory paid election training session on the evening of October 1, 2026 (Approximately 2 hours).
- You will be expected to work Saturday, October 17, 2026, from 7:30 AM to 8:30 PM. If you are available, you may also be scheduled to work on October 7 or 14, 2026 from 7:30 AM to 8:30 PM for advance voting.
- Short on-site 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.
- There will be constant reading, speaking and writing by hand. Legible handwriting is required.
- 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 (second floor, Summerland Arena, 8820 Jubilee Road East).

All interested applicants must complete the referendum application for employment form on our website at <https://www.summerland.ca/your-city-hall/employment>.

Applications can be emailed to elections@summerland.ca or dropped off in person to the Chief Election Officer at Municipal Hall (second floor) located at 13211 Henry Avenue, Summerland BC. Applications will be received until 4:00 PM on September 15, 2026.

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