200 Main Street
PO Box 999
Ucluelet, B.C. V0R 3A0
www.ucluelet.ca

POSITION: Election Official
DEPARTMENT: Corporate Services
RATE OF PAY: $350
This is a daily pay rate for work performed from 7:00am to 9:00pm (or until duties are fulfilled) on Voting Day and is inclusive of a required 2-hour training session.
POSTING DATE: June 11, 2022
CLOSING DATE: July 15, 2022

All Election Workers **must** be available to work on General Voting Day, Saturday, October 15, 2022 and **must** be available to attend the mandatory training session in September 2022 (date to be confirmed). Several positions will also be needed for the Advance Voting Day, Wednesday, October 5, 2022, so please state if you are interested in both Voting Days.

JOB DESCRIPTION

Election Officials assist and support the administration of voting at an assigned voting place on Voting Day. Election Officials report to the Presiding Election Official for their voting place and ensure voters participate efficiently in the voting process.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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

DUTIES

- ✓ Directs voters and provides information on the process
- ✓ Confirms identity of voters and issues ballots
- ✓ Attends the ballot box
- ✓ Registers new voters
- ✓ Supervise the ballot box and voting booths
- ✓ Other duties as assigned

REQUIRED QUALIFICATIONS

- ✓ Be at least 18 years old;
- ✓ Be entitled to work legally in Canada;
- ✓ Commit to working on General Voting Day (Saturday, October 15, 2022)

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- ✓ Commit to attending a mandatory 2-hour training session in September 2022 (dates and times to be determined);
- ✓ Cannot be or going to become a candidate, candidate representative or financial agent, or be involved in/affiliated with a campaign for a candidate or an issue that is subject an assent vote during the course of this election.
- ✓ Be knowledgeable about election procedures, have excellent communication skills and work well in a team environment; and
- ✓ Election officials are required to make a solemn declaration that they will faithfully and impartially fulfill their duties
- ✓ Commit to working a long day

Qualified applicants please apply by sending your completed application to:

BY MAIL	**IN PERSON**	**VIA EMAIL**
Attn: Corporate Services District of Ucluelet PO Box 999, Ucluelet, BC V0R 3A0	District of Ucluelet 200 Main Street, Ucluelet, BC V0R 3A0 (open Monday – Friday from 8:30am – 4:00pm)	Attn: Corporate Services info@ucluelet.ca

The District of Ucluelet would like to thank all applicants for their interest in working with us and advises that only those candidates under active consideration will be contacted.