



# Application to Work as an Election Official

**District of Lake Country**  
10150 Bottom Wood Lake Road  
Lake Country, BC V4V 2M1  
t: 250-766-5650 f: 250-766-2903  
lakecountry.bc.ca

## APPLICANT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

## QUALIFICATIONS

Are you at least 16 years of age?  Yes  No

Are you legally entitled to work in BC?  Yes  No

Can you act, and be seen by others, as a non-partisan representative of the District of Lake Country?  Yes  No

Spoken/written languages  English  French  Other - specify: \_\_\_\_\_

Occupation \_\_\_\_\_

## EXPERIENCE (or submit resume)

Previous election experience:  Federal  Provincial  Municipal  District of Lake Country  None

Years(s)	Duties

Relevant work/life/personal attributes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AVAILABILITY

Advance Poll- Wednesday, October 7 (Municipal Hall)  All day  7:30am - 3:00pm  2:30pm – 9:00pm

Advance Poll–Tuesday, October 13 (Municipal Hall)  All day  7:30am - 3:00pm  2:30pm – 9:00pm

General Voting Day-Saturday, October 17 (GESS)  All day (7:30am – 9:00pm)

By submitting this application I declare that, to the best of my knowledge, I am capable of performing the duties outlined in the Election Official Job Description and am physically able to do so.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**Submit applications by August 28, 2022 to:** Chief or Deputy Chief Election Officer via email: [admin@lakecountry.bc.ca](mailto:admin@lakecountry.bc.ca) or deliver to District of Lake Country, 10150 Bottom Wood Lake Road, Lake Country BC V4V 2M1

*Personal information is collected, used and disclosed in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA).*

## **ELECTION OFFICIAL JOB DESCRIPTION**

Election Officials are required to attend all training sessions and are directly accountable to the Chief Election Officer (CEO) and/or Deputy CEO.

### **Duties may include:**

- greeting and directing voters;
- clarifying processes and identification required;
- assist with setup and cleanup of voting locations including arranging chairs/tables and returning materials to the Municipal Hall;
- administering solemn declarations;
- issuing ballots and instructing voters on how to mark ballots;
- serving all voters in a friendly and efficient manner;
- accounting for all ballots, declarations and voter registrations;
- completing ballot reconciliation forms.

### **Special working conditions:**

- physical ability to work long hours in a standing or sitting position; dress comfortably but neatly and bring a cushion to sit on;
- Potential that you will not be able to leave your work station for meal breaks. Meals will be provided, but you may also bring your own meals and beverages;
- Ability to work in high pressure situations while paying meticulous attention to detail.

### **Qualifications**

- 16 years old or older and legally entitled to work in BC;
- Ability to be a non-partisan representative of the District of Lake Country;
- English literacy and language skills, fluency in a second language may be beneficial;
- Ability to focus, stay on track and process voters in a timely, professional and efficient manner;
- Patience, tact and courtesy when interacting with a variety of people during a long day;
- Excellent organizational skills and experience;
- Good problem solving abilities;
- Ability to work under high stress situations;
- Ability to understand and follow directions, written instructions or checklists;
- Excellent verbal communication skills to welcome and provide instructions to voters;
- Excellent numeracy and analytical skills;
- Exceptional attention to detail;
- Previous experience as an Election Official may be an asset.

### **Compensation:**

- \$22.00 per hour (training sessions are paid).

*Thank you to all applicants; however only those selected for an interview will be contacted.*