

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 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.