

Voting Station Assistant Presiding Deputy (Voting Station APD)

- Assist with the set-up and closure of the voting station
- Assist the Voting Station Presiding Deputy Returning Officer (Voting Station PDRO) with the supervision and conduct of the voting station
- Manage the issuing and accounting of ballots within the voting station
- Provide coverage for any election position within the voting station, when necessary
- Complete election documentation
- Complete reconciliation of ballot account prior to end of shift
- Ensure accurate processes are followed when handling spoiled and rejected ballots
- Review training material to ensure understanding of your role
- Supervisory experience is an asset
- Must possess mathematical, organizational, verbal and written communication skills
- Must be detail-oriented
- Must provide vehicle as may be required to transport election materials and possess appropriate insurance and a valid driver's license
- Other related duties, as assigned by the Voting Station PDRO

Requirements for all positions:

- Minimum age of 16 years; youth (ages 16 and 17) must have parent or guardian approval
- Previous election experience preferred
- Ability to communicate tactfully and courteously with the public
- Must be able to work in a fast-paced environment
- Must be physically able to lift supplies weighing up to 30lbs (13kg)
- Must attend a mandatory training session
- Must have a social insurance number (SIN) and be able to present a Revenue Canada document containing your SIN to payroll, if hired