

Voting Station Deputy Returning Officer (Voting Station DRO)

Voting Station DROs may be assigned to any of the following positions and may be rotated throughout the day at the discretion of the Voting Station PDRO. Successful applicants will NOT be assigned a specific position at the time of hire.

Greeter DRO:

- Greet voters entering the voting station, aid voters who request it and inform voters of identification requirements
- Direct voters to appropriate station
- Monitor and assess activity in and around the voting station
- Refer all media, candidates, official agents, scrutineers or other visitors to the Voting Station PDRO

Voter Assistance DRO:

- Ask voters for their identification
- Assist voters with completion of forms
- Issue the correct ballot types and initial the top of the ballots
- Instruct voters how to vote and fold completed ballots, then direct them to the voting booths
- Handle and process spoiled ballots

Ballot Box DRO

- Receive completed ballots from electors
- Deposit voted ballots in corresponding ballot boxes while voter watches

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
- Other related duties, as required