

## Available positions for employment on polling days

During an electoral event, many poll worker positions become available to Canadians. Each position has its own set of principal tasks and qualifications, as well as a minimum set of competencies.

Individuals interested in applying for these positions must demonstrate the following core competencies:

1. Basic literacy skills (reading, writing and comprehension)
2. Basic interpersonal skills, including the ability to exercise impartiality
3. Ability to serve voters with disabilities
4. Ability to perform repetitive tasks
5. Basic arithmetical skills
6. Basic analytical skills
7. Good attention to detail
8. Ability to adhere to directions and standards
9. Ability to learn in a short time frame

**Notes:** Do not take part in any partisan political activity while on duty starting from the first day of the advance poll and ending after the counting of the ballots on election night.

***\*Canadian citizens who are at least 16 years old on election day are invited to apply, however, priority will be given to individuals who are at least 18 years of age.***

The available poll worker positions are described below.

| Poll worker positions                              |   |   |  |
|--|---|---|--|
| Position   | Principal Tasks   | Overview of Qualifications  | Remuneration*<br>(Rates are subject to change) |
| <b>Deputy returning officer**</b><br>(polling day) | Sets up the poll with the necessary supplies<br>Ensures that the elector provides satisfactory proof of identity and address before voting<br>Hands the ballot to the elector and indicates the | Be a Canadian citizen<br>Be at least 16 years old on polling day<br>Reside in the electoral district<br>Have experience in managing large groups to help electors | <b>\$247.94</b><br>For 1 day of up to 14 hours |

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|   | <p>instructions to follow</p> <p>Ensures that the poll clerk and candidates' representatives follow the rules and procedures</p> <p>Manages the registration process at the polling station when no registration officer is appointed</p> <p>Ensures that all partisan material is removed</p> <p>Counts the ballots, completes the related forms and informs the local Elections Canada office of the results</p> <p>Returns the ballot box and related materials to the returning officer or central poll supervisor, as instructed, at the end of voting</p> | <p>circulate in an orderly fashion</p> <p>Have experience in public relations</p> <p>Have experience in conflict resolution</p> <p>Be tactful and exercise good judgment</p> <p>Remain polite and courteous (demonstrate professionalism)</p> |   |
|   |   |   |   |
| <p><b>Information officer</b><br/>(polling day)</p> | <p>Directs electors and candidates' representatives to the appropriate polling station</p> <p>Provides electors with information regarding satisfactory proof of identity and address</p> <p>Consults the poll key</p>  | <p>Be a Canadian citizen</p> <p>Be at least 16 years old on polling day</p> <p>Have good communication skills to effectively provide direction and instructions</p>   | <p><b>\$14.00/hour</b></p> <p>For 1 day of up to 14 hours</p> |

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|  | <p>to determine electors' polling divisions</p> <p>Directs the orderly flow of people in the central polling place</p> <p>Ensures that the poll closes at the prescribed time and that electors in the central polling place are processed by that time and have exercised their right to vote</p>                                   | <p>Have experience in managing large groups to help electors circulate in an orderly fashion</p> <p>Remain polite and courteous (demonstrate professionalism)</p>  |   |
| <p><b>Registration officer****</b><br/>(polling day)</p> | <p>Sets up the registration desk</p> <p>Admits candidates' representatives</p> <p>Receives electors who wish to register to vote</p> <p>Explains the registration process</p> <p>Requests and verifies personal identification and residence information</p> <p>Completes and signs the registration form for qualified electors</p> | <p>Be a Canadian citizen</p> <p>Be at least 16 years old on polling day</p> <p>Reside in the electoral district</p> <p>Have experience in receiving, obtaining and recording personal information from the general public</p> <p>Have experience in conflict resolution</p> <p>Remain polite and courteous (demonstrate professionalism)</p> | <p><b>\$15.63/hour</b></p> <p>For 1 day of up to 14 hours</p> |
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