

This role is perfect if you're a leader with experience supervising at least 10 people and if you are someone who has knowledge of election processes. This role is ideal for the experienced election worker.

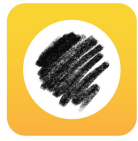
As a Presiding Deputy, you will:

- Create and maintain an inclusive and respectful environment at the voting station where all workers will be expected to communicate inclusively and respectfully with the public
- Pick-up and return voting station supplies
- Lead the set-up and closure of the voting station
- Allocate and distribute supplies to election workers at the voting station and any post applicable signage
- Review responsibilities of voting station staff
- Supervise overall conduct of the voting station
- Complete election statements and documentation
- Communicate with Election Central as required
- Liaise with candidates, election officials, scrutineers and facility representatives
- Post election results within the voting station and complete necessary paperwork
- Be knowledgeable of all election duties, responsibilities and activities
- Sit in for workers who leave for a break until the worker returns
- Other related duties as required

Qualifications:

- Minimum of 18 years of age by October 1, 2021
- Previous experience as an election worker
- Demonstrated knowledge of election processes
- Must be able to read and interpret maps
- Experience supervising approximately 10 -15 people
- Fluency in a language other than English is an asset
- Must have access to a cell phone while on-duty
- Must possess mathematical, organizational, verbal and written communication skills
- Demonstrated ability to interact with diverse members of the public in a respectful and inclusive manner
- Must be physically able to lift supplies weighing up to 60lbs (27kg)
- Knowledge of the city's ward structure is an asset
- Must have access to a vehicle and provide proof of appropriate insurance and a valid Driver's License **Mileage will be reimbursed*

Note: Voting station staff are not permitted to leave the voting station, except when taking washroom breaks. Smoking is not permitted on the property of voting stations.



Training:

- Online training is mandatory for all election workers. Some positions may require additional training which may be held in person. **Access to a computer, reliable internet, and comfort in completing online training modules and resources is required.**
- Compensation: One time payment of \$60 for attending the mandatory 3 hour general online training session. An additional \$20 will be provided for completing training specific to the Presiding Deputy role.

Work Opportunities:

Election Day: October 18, 2021: 7:00am – 9:00pm

1 day, 14 hours

\$529 *Includes cell phone reimbursement and training compensation

Advance Voting: October 4 – 13, 2021: 11:00am – 8:00pm

Advance Vote Team 1 - October 4, 5, 6, 9, and 10

5 days, 9 hours per day

\$1,490 *Includes cell phone reimbursement and training compensation

Advance Vote Team 2 - October 7, 8, 11, 12 and 13

5 days, 9 hours per day

\$1,490 *Includes cell phone reimbursement and training compensation

Senior Accommodation Facilities (SAF): October 4-8, 12-13 and 18: 7:30am - 6:00pm

8 days, 10.5 hours

\$2,699 *Includes cell phone reimbursement, training compensation and mileage

Advance Vote Post Secondary Schools: October 4-7: 9:00am - 5:00pm

4 days, 8 hours

\$1,087 *Includes cell phone reimbursement, training compensation and mileage

Hospitals: October 18: 7:30am - 6:00pm

1 day, 10.5 hours

\$420 *Includes cell phone reimbursement, training compensation and mileage

How to Apply:

1. Complete an **online application** at <https://www.worktheedmontonelection.ca/>
2. It is recommended that you **upload a resume** as part of your application.
Tip: Your resume should highlight your election experience and supervisory roles.
3. Complete the **online assessment**.