REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN

EXPRESSION OF INTEREST

ELECTION OFFICIAL (EO) POSITIONS

The Regional District of Okanagan-Similkameen is hiring Election Officials (EO) for the General Local Election on **Saturday, October 15, 2022** and for advance voting opportunities.

Applicants must be available to work on Election Day (Saturday, October 15) from 7:00 a.m. to 9:00 p.m. (14 hours) and may be requested for Advance Voting Day (Wednesday, October 5). The ideal candidate must be able to attend the required training session(s) in advance of voting day. Training is generally 3 hours and offered in an evening session.

Election Officials will be responsible for their own travel arrangements to and from the voting place. Polling stations may be located in various communities throughout the Regional District, including but not limited to, Okanagan Falls, Keremeos, Naramata, West Bench, Hedley, Kaleden and Princeton.

Election Officials must not be a candidate, a candidate agent or a candidate financial agent. Also, they must not be related in any way to, or promote any particular candidate in the election.

Qualifications:

- Legally entitled to work in BC
- Knowledge of the elections provisions in the Local Government Act, is preferred
- Attention to detail and clear handwriting
- Customer service experience and excellent communication skills
- Ability to work under pressure and multi-task
- Demonstrate a good understanding of the election process
- Ability to deal tactfully and courteously with the public
- Fluency in English required, other languages an asset
- Ability to be unbiased and neutral
- Able to take direction from Presiding Election Official or Chief Election Officer
- Previous experience as an Election Official in a local government election, is preferred but not mandatory

Duties Include:

- Arrive promptly at 7:00 a.m. to assist with set-up of voting location
- Greet voters and review identification
- Complete the appropriate forms and documents, as required by legislation
- Accurately maintain the voting book and issue ballots
- Explain how to complete the ballot
- Accurately track all ballots and voting book throughout Election Day
- Provide assistance and support as directed

- Attend a mandatory pre-election training session
- Assist with clean-up of voting location and secure all election materials

How to Apply:

- Visit the General Local Elections page on rdosregionalconnections.ca to submit your application online
- Paper applications are available at:

  Regional District of Okanagan-Similkameen
  101 Martin Street
  Penticton, British Columbia
  250-492-0237
  Hours: Monday – Friday 8:30 a.m. - 4:30 p.m.

  Questions may be directed to:
  Chief Election Officer
  elections@rdos.bc.ca