



Election Workers – 2020 Municipal By-Election - Temporary (Part-Time)

Are you looking for an interesting, short-term employment opportunity that also helps your community? The Municipality of Crowsnest Pass is recruiting election workers for the 2020 Municipal By-Election on October 26, 2020. The two types of election worker positions available are:

Position	Key Responsibilities
Deputy Returning Officer (DRO) Flat Rate Pay <ul style="list-style-type: none">\$204 for election day\$51 for training	<ul style="list-style-type: none">Set up, open, and close of the polling station.Process voters and issue ballots to eligible voters.Maintain security of the ballot box and all ballots.Supervise the voting process.Conduct the ballot count after polls close.Return the ballot box and supplies to the returning office.
Supervisory Deputy Returning Officer (SDRO) Flat Rate Pay <ul style="list-style-type: none">\$240 for election day\$60 for training	<ul style="list-style-type: none">Set up, open, and close the polling station.Maintain peace and order within the polling station.Ensures DROs fulfill their duties, ensure all documents are accurate.Help DROs who have difficulty balancing after polls close.Ensure the ballot count balances, are accurate and complete for each polling division.Phone the ballot count into the returning office.Ensure the DROs return the ballot boxes and election supplies to the returning office.

Qualifications

- Available to work on Election Day, Monday, October 26, 2020 between 9am and 9pm, or until votes are counted.
- Available to attend a 2-hour training session between October 13th and 16th, 2020.
- Eligible to work in Canada.
- 18 years of age or older. (Requirement of Elections Alberta Hiring Policy for these job positions)
- Excellent communication and customer service skills.

How to Apply

Please submit an employment application or resume by email, fax, or in-person, to:

Tim Nickerson, Manager of Human Resources
8502 -19 Avenue, Coleman
Fax: 403-563-5474

tim.nickerson@crowsnestpass.com