

VOTING COORDINATOR (VC) Job Description

Voting Coordinator (VC) supports the administration of voting at an assigned voting place on Election Day. VC may be assigned one or more roles (i.e. greeter, ballot tabulator attendant, etc.). VC ensures voters receive good service and able to cast their vote in a timely fashion.

The Voting Coordinator and all other election staff must not be related to any candidates running for office in the election and must not be actively working for any election campaign or any candidate.

Relationship to Other Election Official Roles:

- The VC receives guidance and direction directly from the APEO for a majority of the work roles with final decision-making residing with the PEO as the supervisor of the assigned voting place(s)

Duties Include:

- Greet voters as they enter the voting place and direct voters to the appropriate registration table
- Assist voters who appear to require assistance
- Direct voters to election officials who can assist in secondary languages and/or direct voters to the multilingual information posters
- Assist voters in inserting ballot into ballot box while maintaining secrecy of the ballots
- Confirm with voter that the ballot has been accepted
- Handle issues of under voted ballots, error on ballots, over voted/blank ballots - requests PEO/APEO assistance if necessary
- Help with setting up and take down of the voting place
- Perform other general tasks throughout the voting station as assigned by the PEO/APEO
- Attend a mandatory pre-election training session

Qualifications:

- Minimum of 15 years of age and legally entitled to work in BC
- Intermediate English literacy and language skills; fluency in a second language is an asset
- Previous experience as an election worker is an asset
- Knowledge of election processes and procedures is an asset
- Ability to evaluate and determine course of action of minor issues with the ballot tabulator as well as make judgment when the issue needs to be escalated to the PEO/APEO for aid
- Must possess good oral communication skills

Experience and Skills Required:

- Demonstrated ability to deal tactfully and courteously with the public
- Excellent interpersonal skills and patience when interacting with a variety of people throughout a long workday
- Demonstrate a good understanding of the election process
- Be a non-partisan representative of the City of Vancouver
- Must be detail-oriented
- Ability to follow directions and adhere to procedures
- Ability to apply computer and election knowledge to new processes and procedures

Compensation Rates:

- Training Allowance: \$20*
- Advance Voting: \$225 per voting day
- Election Day: \$225 per voting day
- **compensated only if work assignment on voting day is completed*

Special Working Conditions:

- Able to work a long day and potentially for multiple days if working at an Advance voting place
- Must provide own non-perishable meals and beverages. VCs may not be able to leave their work stations for meal breaks and may not have access to microwaves and refrigerators
- Able to stand for long periods of time during the workday - dress appropriately in comfortable and professional clothing