



# VANCOUVER VOTES

## **Job Title: Voting Agent (VA)**

### **Main Purpose and Function**

The Voting Agent (VA), under the guidance of the Presiding Election Official (PEO) and Alternate Presiding Election Official (APEO), greet voters, processes registration and updates voter information on the electronic voters list. They issue ballots to eligible voters, provide information and assistance, and ensure voters are able to cast their ballots efficiently.

The VA must not be related to any candidate running for office in the election and must not be actively working for any election campaign or any candidate. The VA will be required to sign a solemn declaration to acknowledge this.

### **Duties Include:**

- Assist with the setup and closing procedures of the voting place
- Greet voters as they enter the voting place and direct them to the registration table
- Direct voters to election workers who can assist in languages other than English and/or provide multilingual information
- Manage lineup of voters inside and outside the voting place
- Provide voters with information about voting process and identification requirements
- Update voters' existing information in the electronic voters list
- Check identification (ID) and registration forms for new eligible voters
- Register new eligible voters in the electronic voters list
- Read the voter declaration to each voter and ensure they sign the voter book
- Issue ballot and provide clear instructions on how to mark them
- Assist voters to insert their ballot into the tabulator while maintaining ballot secrecy
- Monitor tabulator notifications and seek assistance from the PEO and/or APEO if needed
- Assist voters with special needs
- Assist the PEO and APEO with additional tasks as required

### **Special Working Conditions:**

- Must be available to work election day, Saturday, October 17, 2026
- Must be available to attend mandatory paid training between September 19 to October 11
- Two meal breaks will be provided; however, VAs must provide their own non-perishable meals and beverages. VAs are required to remain on site for meal breaks and may not have access to microwaves and refrigerators
- Shifts may be up to 14 hours in length so must be able to sit or stand for long periods of time
- Ability to lift up to 35 lbs
- Must dress appropriately in comfortable and professional attire

## Qualifications Requirements

### Education & Experience:

- Minimum of 16 years of age and legally entitled to work in B.C.

### Knowledge, Skills, and Abilities

- Intermediate technical proficiency and a solid working knowledge of technology
- Ability to complete data entry of voter information using specific software programs
- Ability to communicate effectively in English, other languages is considered an asset
- Previous experience as an election official in a municipal, provincial or federal election is considered as an asset
- Demonstrated ability to deal tactfully and courteously with the public
- Experience working in customer service is an asset
- Strong interpersonal skills and patience when working with a diverse range of people throughout a long workday
- Good understanding of the election process
- Ability to act as a non-partisan representative of the City of Vancouver
- Good organizational and multitasking abilities with strong attention to detail
- Ability to work effectively under pressure
- Ability to follow directions and adhere to procedures

**Rate of Pay:** \$24/hour, 4% in lieu of vacation, plus overtime accordance to Employment Standards Act

**Application Close:** Open until filled

At the City of Vancouver, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. Indigenous applicants, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to apply. Accommodations will be provided upon request during the selection process. [Learn more about our commitment to diversity and inclusion.](#)

We thank all applicants for their interest. However, only those selected will be contacted.

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