JOB DESCRIPTION – INFORMATION OFFICER

TIME COMMITMENT

2 hours instructor led virtual training	Prior to Election Day
Election Day	October 24, 2022 (9 am – 9 pm)

TOTAL PAY
$253.12 *(this is a flat rate which includes training, and working Election Day)*

EXPECTATIONS AND RESPONSIBILITIES
There will be two Information Officers at most polling locations. They will be required to work together to complete the duties listed below. Under the direction of the Elections Office and the Location Manager the Information Officer is responsible for:
- Assisting with polling location set up, opening and closing;
- Posting signage inside and outside of the polling location prior to the opening of the polls;
- Serving as a greeter at the entrance to the polling location and opening the doors for electors if required;
- Informing electors that to mark their ballot correctly they must fill in the bubble(s) next to the name(s) of the candidate(s) of their choice;
- Ensuring that electors have a Voter Notification Card and identification and directing them to the Deputy Returning Officers;
- Helping electors that require assistance;
- Performing other duties as assigned by the Elections Office or Location Manager;
- Helping with the close of the polls.

QUALIFICATIONS
- Successful completion of the elections training;
- Must have the ability to read, speak and write the English language;
- Must be able to assist with the setup and takedown of the polling location which may include lifting up to 55+ pounds;
- Must have a professional demeanour and the ability to communicate with electors in a friendly and courteous manner;
- Must consistently demonstrate good judgement and problem-solving skills;
- Must be able to work well as a member of a team;
- Must be able to stand for long periods of time;
- Must be able to set aside personal political preferences and deal with electors in a non-partisan manner while conducting the election;
- Must have a personal email address to receive correspondence from the Elections Office.