

VOTING COORDINATOR (VC) Job Description

Voting Coordinators support the administration of voting at an assigned voting place during advance voting and/or on general election day. Voting Coordinators may be assigned one or more roles as Greeter and/or Ballot Machine Attendant. Voting Coordinators ensure eligible voters receive good service and are able to place their vote in a timely fashion.

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-capability residing with the PEO as the supervisor of the assigned voting place(s)

Duties May Include:

- Greeting voters as they enter the voting place; checks if voter is on the Voters list; directs voter to the appropriate registration table
- If the voter appears to have difficulty understanding greeting and questions; direct the voter to election officials who can assist in secondary languages and/or direct the voter to the multilingual information posters.
- Provides verbal instructions on inserting ballot into ballot box
- Confirms with voter that the ballot has been accepted - thanks them for voting
- Handles issues of undervoted ballots; error on ballots; overvoted/blank ballots - requests APEO assistance if necessary
- Helps with setting up and clean-up of the voting place
- Performs other general tasks throughout the voting station as assigned by the PEO or APEO
- Attends mandatory training session

Qualifications:

- Minimum of **15** years of age and legally entitled to work in BC
- Basic English literacy and language skills; fluency in a second language may be beneficial
- Previous experience as an Election worker would be an asset
- Knowledge of election processes and procedures would be an asset
- Ability to evaluate and fix minor issues with the ballot counting machine as well as judge when the issue needs to be escalated to the APEO for aid
- Must possess good oral and written 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
- Ability to be a non-partisan representative of the City of Vancouver
- Be detail-oriented
- Be able to follow directions and adhere to procedures
- Able to apply election knowledge to new processes and procedures

Compensation rates:

- Training allowance: \$20.00
- Advance Voting: \$225.00 per voting day
- Election Day: \$225.00 per voting day

Special Working Conditions:

- Hours of work are long. VCs must be prepared to work a long day and for multiple days if working at an Advance Voting place.
- VCs must bring their 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 or refrigerators.
- VCs are representatives of the City of Vancouver. You will likely be standing for long periods of time during the workday - please dress appropriately in comfortable neat and warm clothing and wear comfortable shoes.