



**TOWN OF LAKE COWICHAN
2022 LOCAL ELECTIONS
ELECTION OFFICIALS**

The Town of Lake Cowichan is accepting applications for temporary employment for Election Officials on General Voting Day, Saturday, October 15, 2022.

This position will be responsible for: set up of the voting place including voting booths and election staff tables and posting signs & notices; verifying elector's names on the voters list and confirming address information; ensuring all appropriate forms are completed; explaining and facilitating the voting and ballot procedures to voters; assisting voters as required; and assisting the Presiding Election Official with the dismantling and packing of the equipment and closing of the voting place.

The Election Official 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 successful candidate will be 18 years of age or older and will possess: excellent English verbal and written communication skills and the ability to clearly explain election procedures; the ability to understand written instructions or checklists and translate them into action; and excellent organizational skills and attention to detail. Knowledge and experience of the election process and the election provisions of the Local Government Act may be useful. Legal entitlement to work in Canada is required.

This posting does not list all the duties of the position, nor does it fully detail the required skills, knowledge and abilities required of candidates.

Compensation: \$276 for the hours stated below (or pro-rated on the basis of actual hours worked).

Hours of Work: 7:45 am to 8:15 pm, or until duties are fulfilled.

Closing Date: 4:30 pm, Friday, September 16, 2022

To Apply: Applications (available on the Town's website) must be submitted to:
Ronnie Gill, Deputy Chief Election Officer
Town of Lake Cowichan
P.O. Box 860, 38 King George St. North
Lake Cowichan, BC
V0R 2G0

Please note that all applications must be signed. A signed application may be scanned and emailed to electionslc@lakecowichan.ca.

We want to thank all applicants, however only those considered for the positions will be contacted.