



City of Greenwood

202 S. Government Ave.
PO Box 129
Greenwood, BC V0H 1J0

The City of Greenwood is seeking enthusiastic, reliable, and community-minded individuals to serve as Election Officials for the 2026 Local Government Election. Election Officials play a vital role in supporting the electoral process by assisting voters, maintaining voting place operations, and helping ensure that voting is conducted in an accessible, orderly, and impartial manner.

ELECTION OFFICIALS (Multiple Positions)
CASUAL TERM APPOINTMENT

Department: Legislative Services / Administration

Duties &

Qualifications: See attached Job Description

Rate of Pay: \$24.00 per hour plus 4% vacation pay.

Term &

Hours of Work: This is a casual term appointment related to the administration of the 2026 General Local Election, including advance voting opportunities and General Voting Day. Mandatory paid training will be provided prior to voting days. Hours of work will vary depending on assignment and may include:

- Advance Voting Day – October 7, 2026
- General Voting Day – October 17, 2026
- Approximately 7:00 a.m. to 9:00 p.m. or until all election duties are completed
- Extended hours may be required to complete vote count procedures and close voting locations

Union: This is a casual non-union position.

Benefits: Not applicable.

Reporting To: Chief Election Officer

This job posting will remain open until **4:00 PM on August 28, 2026.**

For further information, please contact, Denise Frocklage, Chief Election Officer, Email:

elections@greenwoodcity.ca

If you are interested in applying for this position, please submit your resume outlining relevant qualifications and experience in **WORD** or **PDF** format to:

Denise Frocklage, Chief Election Officer

Email: elections@greenwoodcity.ca

TITLE: ELECTION OFFICIAL

We wish to thank all applicants however only shortlisted candidates will be contacted.



POSITION DESCRIPTION

DEPARTMENT: LEGISLATIVE SERVICES / ADMINISTRATION

CATEGORY: CASUAL TERM APPOINTMENT

POSITION OVERVIEW

Election Officials play a key role in creating a smooth, welcoming, and accessible voting experience for residents. From setting up voting places to assisting voters through the process, Election Officials help ensure election day runs efficiently, accurately, and with integrity.

This is a hands-on role for individuals who are organized, professional, and comfortable working with the public in a fast-paced environment.

PRIMARY DUTIES AND ACCOUNTABILITIES

Voting Place Operations

- Setting up the voting place and stations, including voting booths, signs, and notices.
- Packing equipment and supplies and closing the voting place.
- Cleaning voting stations, booths, and supplies periodically as required.

Voter Assistance

- Greeting voters, directing them to the appropriate lineups, and explaining the voting process.
- Attending the vote tabulator, providing instructions, and assisting voters as required.
- Dealing tactfully and courteously with the public.

Voter Registration and Ballot Issuance

- Using paper voters list to verify voter names.
- Making changes to existing registrations, registering new voters, and verifying identification.
- Issuing ballots.

POSITION REQUIREMENTS

Election Officials must:

- Be legally entitled to work in British Columbia.
- Be fluent in English; other languages are an asset.
- Be responsible for their own transportation to and from the voting station.
- Attend a mandatory training session.
- Not be related to any candidate running for office in the general election and not be actively working for any election campaign or candidate.
- Be willing to comply with all Voting Station, City, Provincial and Federal health and safety regulations in place at the time of voting.

WORKING CONDITIONS

- Cannot leave the voting place during shift.
- Must provide own non-perishable meals and beverages.
- Able to sit or stand for long periods of time during the workday (approximately 14 hours).
- Working all day in a Community Hall.
- May want to bring a cushion to sit on and layers of clothing.

PREFERRED QUALIFICATIONS

The successful candidate(s) will have:

- Excellent verbal and written English communication skills.
- The ability to interact with voters and clearly communicate election procedures.
- The ability to understand and follow written instructions and checklists.
- Excellent organizational skills and attention to detail.
- Proficient computer skills.

Knowledge of and experience with the election process will be considered an asset.