

EMPLOYMENT OPPORTUNITY 2026 ELECTIONS OFFICIALS

POSTING DATE: JUNE 17, 2026

POSTING EXPIRY DATE: open until filled

The Strathcona Regional District is inviting applications for the following election official positions:

- Presiding Election Officials - \$35.35/hr
- Alternate Presiding Election Officials - \$30.35/hr
- Election Officials - \$25.35/hr

The above-noted positions will supervise or assist with voting and ballot counting at assigned voting places for the General Local Elections and/or General School Elections to be held in October.

To be considered for placement as an election official, individuals should have previous experience in federal, provincial, or municipal elections. Successful candidates will be required to complete a training session and take the oath of office before assuming any election duties. Persons who have a financial interest or other interest in the outcome of the vote will not be considered.

Please complete your application online via the SRD Career portal at srd.ca/careers

- or -

by contacting the Strathcona Regional District at elections@srd.ca.

We thank all applicants for their interest, and we will contact only applicants selected for an interview.



990 Cedar Street,
Campbell River, BC V9W 7Z8
Tel: 250-830-6700 • Fax: 250-830-6710
Toll-free: 1-877-830-2990

www.srd.ca



PRESIDING ELECTION OFFICIAL

JOB SUMMARY

Reporting to the Chief Election Officer, the Presiding Election Official (PEO) is responsible for overseeing all voting activities at an assigned voting place and supervising election staff to ensure voting procedures are conducted accurately, fairly, and in accordance with applicable legislation and election policies. The PEO ensures the voting place is safe, accessible, and operates efficiently, while addressing and resolving issues involving voters, media representatives, scrutineers, and election officials. The PEO is responsible for the accurate reporting of voting results to the Chief Election Officer following the initial count and receives guidance and direction from the Chief Election Officer or Deputy Chief Election Officer throughout the election process.

DUTIES AND RESPONSIBILITIES

- Oversee the setup and closing of the voting place.
- Visit the voting place on the evening prior to Election Day or early on Election Day morning to set up and prepare the location for voting operations.
- Contact election staff assigned to the voting place in advance of voting day(s) to ensure confirm attendance and travel arrangements (if required).
- Pick up and return sensitive election materials from the Election Office.
- Supervise the overall conduct of the voting place and maintain the integrity of the voting process.
- Review, process, and verify Non-Resident Property Elector applications, ensuring all required documentation is complete and elector eligibility requirements are met in accordance with election legislation and procedures.
- Oversee and process voter registration and address voter challenges when necessary.
- Manage media, candidate representatives (scrutineers), and voter issues.
- Ensure voting procedures are followed correctly and that the voting place remains safe and accessible.
- Supervise election workers, including coordinating break and rotation of duties and tasks.
- Assist the Election Office in any other duties as required.

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- Minimum of 18 years of age and legally entitled to work in B.C.
- Previous experience supervising staff is required
- A current and valid B.C. driver's licence with a satisfactory driving record
- Ability to effectively communicate in English, additional languages are considered an asset
- Previous experience in a supervisory role in a municipal, provincial, or federal election is preferred
- Experience with conflict resolution is preferred
- Demonstrated ability to deal tactfully and courteously with the public
- Strong interpersonal skills and patience when working with a diverse range of people throughout a long workday
- Solid understanding of the election process



- Ability to maintain strict political neutrality and exercise sound judgment in a fair, unbiased, and professional manner.
- Strong organizational and multitasking abilities with excellent attention to detail
- Basic math and analytical skills
- Ability to work effectively under pressure
- Ability to anticipate and resolve issues proactively

SPECIAL WORKING CONDITIONS

- Must be available to work on election day, Saturday, October 17, 2026
- Must be available to attend mandatory paid training between September 22-26
- Must have access to an insured vehicle in good working order to transport supplies
- PEOs are required to pick up and securely store sensitive materials the night before election day and return materials after voting place closes
- Must have access to a smartphone and be able to use it on voting day(s)
- Two meal breaks will be provided; however, PEOs must provide their own nonperishable meals and beverages as they are required to remain on site and may not have access to microwaves and refrigerators
- Shifts may exceed 14 hours in length; candidates must be able to sit or stand for extended periods of time and perform duties throughout the duration of the shift.
- Ability to lift up to 35 lbs
- Must dress appropriately in comfortable and professional attire

RATE OF PAY - \$35.35/hr plus overtime in accordance with Employment Standards Act.

ADDITIONAL FEES

Breakfast \$20; Lunch \$25; Dinner \$35

Personal use of cell phone \$20

Personal vehicle travel \$0.73/km (paved) \$0.85 (unpaved) - if travel required is over 10 km

Accommodation will be provided if required

SIGNATURE

I have read and understand this job description:

Employee's Name

Employee's Signature

Date



ALTERNATE PRESIDING ELECTION OFFICIAL

JOB SUMMARY

Reporting to the Chief Election Officer, the Alternate Presiding Election Official (APEO) provides support to the Presiding Election Official (PEO) in the administration and operation of an assigned voting place. The APEO assists with voting place setup, voter registration, and the supervision of Voting Officials (EOs), while helping to ensure election procedures are followed. In the absence of the PEO, the APEO assumes responsibility for overseeing voting operations and ensuring the voting process is conducted in accordance with established election requirements.

DUTIES AND RESPONSIBILITIES

- Assist with the setup and closing of the voting place.
- Visit the voting place on the evening prior to Election Day or early on Election Day morning to assist with set up and prepare the location for voting operations.
- Assist with Non Resident Property Elector registration.
- Assist with the overall conduct of the voting place and maintain the integrity of the voting process.
- Assist with the management of media, candidate representatives (scrutineers), and voter issues.
- Assist with ensuring voting procedures are followed correctly and that the voting place remains safe and accessible.
- Assist with supervising election workers.
- Assist the Presiding Election Officer (PEO) in any other duties as required.

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- Minimum of 18 years of age and legally entitled to work in B.C.
- Previous experience supervising staff is preferred
- A current and valid B.C. driver's licence with a satisfactory driving record
- Ability to effectively communicate in English, additional languages are considered an asset
- Previous experience in a supervisory role in a municipal, provincial, or federal election is preferred
- Experience with conflict resolution is preferred
- Demonstrated ability to deal tactfully and courteously with the public
- Strong interpersonal skills and patience when working with a diverse range of people throughout a long workday
- Solid understanding of the election process
- Ability to maintain strict political neutrality and exercise sound judgment in a fair, unbiased, and professional manner.
- Strong organizational and multitasking abilities with excellent attention to detail
- Basic math and analytical skills
- Ability to work effectively under pressure
- Ability to anticipate and resolve issues proactively



SPECIAL WORKING CONDITIONS

- Must be available to work on election day, Saturday, October 17, 2026
- Must be available to attend mandatory paid training between September 22-26
- Must have access to an insured vehicle in good working order to transport supplies
- PEOs are required to pick up and securely store sensitive materials the night before election day and return materials after voting place closes
- Must have access to a smartphone and be able to use it on voting day(s)
- Two meal breaks will be provided; however, APEOs must provide their own nonperishable meals and beverages as they are required to remain on site and may not have access to microwaves and refrigerators
- Shifts may exceed 14 hours in length; candidates must be able to sit or stand for extended periods of time and perform duties throughout the duration of the shift.
- Ability to lift up to 35 lbs
- Must dress appropriately in comfortable and professional attire

RATE OF PAY - \$30.35/hr plus overtime in accordance with Employment Standards Act.

ADDITIONAL FEES

Breakfast \$20; Lunch \$25; Dinner \$35

Personal use of cell phone \$20

Personal vehicle travel \$0.73/km (paved) \$0.85 (unpaved) - if travel required is over 10 km

Accommodation will be provided if required

SIGNATURE

I have read and understand this job description:

Employee's Name

Employee's Signature

Date



ELECTION OFFICIAL

JOB SUMMARY

Reporting to the Presiding Election Official (PEO) and Alternate Presiding Election Official (APEO), the Election Official is responsible for assisting voters throughout the voting process, including greeting voters, processing voter registrations, recording new registrations in the voters book, and issuing ballots to eligible electors. The Election Official provides information and support to voters, helps ensure voting procedures are followed, and contributes to the efficient, accurate, and professional operation of the voting place on Election Day.

DUTIES AND RESPONSIBILITIES

- 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
- Manage lineup of voters inside and outside the voting place
- Provide voters with information about voting process and identification requirements
- Check identification (ID) and registration forms for new eligible voters
- Register new eligible voters in the voters book
- 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 with special needs
- Assist the PEO and APEO with additional tasks as required

REQUIRED EDUCATION & EXPERIENCE (or equivalent combination)

- Minimum of 16 years of age and legally entitled to work in B.C.
- 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 maintain strict political neutrality and exercise sound judgment in a fair, unbiased, and professional manner.
- Good organizational and multitasking abilities with strong attention to detail
- Ability to work effectively under pressure
- Ability to follow directions and adhere to procedures

SPECIAL WORKING CONDITIONS

- Must be available to work on election day, Saturday, October 17, 2026
- Must be available to attend mandatory paid training between September 22-26
- Must have access to an insured vehicle in good working
- Two meal breaks will be provided; however, EOs must provide their own nonperishable meals and beverages as they are required to remain on site and may not have access to microwaves and refrigerators
- Shifts may exceed 14 hours in length; candidates must be able to sit or stand for extended



Job description
June 5, 2026

periods of time and perform duties throughout the duration of the shift.

- Ability to lift up to 35 lbs
- Must dress appropriately in comfortable and professional attire

RATE OF PAY - \$25.35/hr plus overtime in accordance with Employment Standards Act.

ADDITIONAL FEES

Breakfast \$20; Lunch \$25; Dinner \$35

Personal vehicle travel \$0.73/km (paved) \$0.85 (unpaved) - if travel required is over 10 km

Accommodation will be provided if required

SIGNATURE

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Date