



200 Main Street  
PO Box 999  
Ucluelet, B.C. V0R 3A0  
[www.ucluelet.ca](http://www.ucluelet.ca)

<b>POSITION:</b>	<b>Election Official</b>
<b>RATE OF PAY:</b>	<b>\$372 per day</b> (up to 12 hours) <b>\$186 per half day</b> (up to 6 hours) <b>\$31 per hour</b> (applies to 2-hour mandatory training session and 2-hour ballot counting shift on advance voting and general voting day)
<b>HOURS OF WORK:</b>	7:00 AM - 9:00 PM, or until duties are fulfilled on voting day.
<b>POSTING DATE:</b>	June 2, 2025
<b>CLOSING DATE:</b>	June 9, 2025

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### AVAILABILITY REQUIREMENTS

All Election Workers must be available to work on:

- **Advance Voting Day:** Wednesday, June 18, 2025, from 7am to 9pm.
- **General Voting Day:** Saturday, June 28, 2025, from 7am to 9pm
- **Mandatory Training Session:** Tuesday, June 17, 2025 from 3:00 p.m. to 5:00 p.m.

Several positions are also available for **ballot counting shifts** (2 hours from 7:30 p.m to 9:30 p.m. on June 18 and June 28). Please indicate whether you are applying to work the full voting days or the ballot counting shifts only.

### JOB DESCRIPTION

Election Officials support the administration of voting at assigned voting places. Reporting to the Presiding Election Official, they help ensure that voters can participate efficiently and accurately in the voting process. Duties including:

- ✓ Directs voters and provides information on the process
- ✓ Confirms identity of voters and issues ballots
- ✓ Attends the ballot box
- ✓ Registers new voters
- ✓ Supervise the ballot box and voting booths
- ✓ Other duties as assigned

### REQUIRED QUALIFICATIONS

- ✓ Be at least 18 years of age;
- ✓ Be entitled to work legally in Canada;
- ✓ To have excellent verbal communication skills;
- ✓ To have basic English literacy and language skills;
- ✓ To have basic arithmetic and analytical skills;
- ✓ Not be a candidate, candidate representative, financial agent, or affiliated with any campaign related to this election or assent vote
- ✓ Be prepared to make a solemn declaration to faithfully and impartially fulfill all assigned duties

**Qualified applicants please apply by sending your completed application to:**

**BY MAIL**

Attn: Corporate Services  
District of Ucluelet  
PO Box 999,  
Ucluelet, BC V0R 3A0

**IN PERSON**

District of Ucluelet  
200 Main Street,  
Ucluelet, BC V0R 3A0  
(open Monday – Friday from 8:30am –  
4:00pm)

**VIA EMAIL**

Attn: Corporate  
Services  
[elections@ucluelet.ca](mailto:elections@ucluelet.ca)

*The District of Ucluelet thanks all applicants for their interest. Only those selected for further consideration will be contacted.*