



**Elections Calgary**

**Election Worker  
Recruitment LIVE  
information Session**



# Election Worker Recruitment LIVE info session

**Presented by Aimee Newton, Strategic Legislative Analyst – People Management**

**August 11, 2021, 10 – 11 am**

# What we will cover in this session

- **Position descriptions**
- **Eligibility**
- **Advance Vote v.s. Election Day**
- **Advance Vote working hours**
- **Election Day working hours**
- **Training hours**
- **Pay/compensation**
- **Preparation for work**
- **COVID-19 Precautions**
- **Demo on how to apply online**
- **LIVE Question & Answer session**



## Position Descriptions

**Presiding Deputy Returning Officer (PDRO)** - The PDRO is responsible for the overall conduct of the voting station and understands the requirements of each position within the voting station. The PDRO supervises all positions in the voting station, deals with candidates and scrutineers, organizes all deliveries and materials, maintains the secrecy of the vote and ensures the smooth operation of the voting station.

**Assistant Presiding Deputy Returning Officer (APDRO)** - The APDRO assists the PDRO with supervision and conduct of the voting station. The APDRO also acts as a back-up for the Ballot Clerk and Tabulator Clerk roles.

**Ballot Clerk (BC)** - The Ballot Clerk is responsible for the account and distribution of the ballots at a voting station

**Tabulator Clerk (TC)** - The Tabulator Clerk is responsible for the operation of the tabulator at the voting station.

**Deputy Returning Officer (DRO)** - The DRO is responsible for helping the voters complete their voter statement, checking ID and issuing ballots.

**Information Officer (IO)** - The IO is responsible for greeting voters, notifying the PDRO/APDRO if a voter requires assistance, managing lines and answering questions. \*\*Position can be filled by persons 16-17yrs old.



# Eligibility

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- If you are eligible to work in Canada, you can apply to work as an election worker.
- You do **not** have to be a Canadian citizen to apply.
- A limited number of positions are available for 16 to 17 year olds. Most positions require workers to be 18 years of age or older.
- You must be available to complete an online training course (approximately 1 hour) and attend a 2 to 4 hour daytime training session in September or October. The training time ranges depending on the role.





## Advance Vote and Election Day

### **Advance Vote October 4 - 10, 2021**

You could be asked to work 2-7 days depending on your availability and the voting station hours. There are some facilities/locations that we will need people to work all seven days.

During the week of Advance Vote, this is where voters can visit specific voting stations around Calgary to cast their vote. The voting stations will have ballots from all wards so a voter can vote at any station in the city.

### **Election Day October 18, 2021**

You will be asked if you can work 7am-10pm for the entire day in one voting station location.



# Advance Vote Working Hours

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Voting Station Open	8am - 7pm	8am - 7pm	8am - 7pm	8am - 7pm	8am - 7pm	10am - 7pm	10am - 3pm
DRO, IO, BC (Mon-Sun sites)	7am - 8pm	7am - 8pm	7am - 8pm	7am - 8pm	7am - 8pm	9am - 8pm	9am - 5pm
DRO, IO, BC (Mon-Fri sites)	7am - 8pm	7am - 8pm	7am - 8pm	7am - 8pm	7am - 9pm		
DRO, IO, BC (Sat-Sun sites)						9am - 8pm	9am - 5pm
TC (Mon-Sun sites)	7am - 8pm	7am - 8pm	7am - 8pm	7am - 8pm	7am - 8pm	9am - 8pm	9am - 4pm
TC (Mon-Fri sites)	7am - 8pm	7am - 8pm	7am - 8pm	7am - 8pm	7am - 8pm		
TC (Sat-Sun sites)						9am - 8pm	9am - 4pm
PDRO/APDRO (Mon-Sun sites)	7am - 8pm	7am - 8pm	7am - 8pm	7am - 8pm	7am - 8pm	9am - 8pm	9am - 5pm
PDRO/APDRO (Mon-Fri sites)	7am - 8pm	7am - 8pm	7am - 8pm	7am - 8pm	7am - 9pm		
PDRO/APDRO (Sat-Sun sites)						9am - 8pm	9am - 5pm



Election Day  
Working  
Hours

	Monday, Oct 18
Voting Station Open	8am-8pm
DRO, IO, BC	7:00am - 10pm
TC	7:00am - 9pm
PDRO/APDRO	7:00am - 10pm
Area Supervisor	7:30am - 10pm



Training Hours -  
Based on role

Election Worker Role	Online Training	In-Person Training
PDRO	1 hour	4 hours
APDRO	1 hour	4 hours
DRO	1 hour	2 hours
IO	1 hour	2 hours
BC	1 hour	2 hours
TC	1 hour	2 hours



## Compensation

Position	Vote Period	Compensation (includes lump sum payment*, training, and eligible expenses**)
Presiding Deputy Returning Officer (PDRO)	Advance	\$755.00 - \$2735.00
Assistant Presiding Deputy Returning Officer (APDRO)	Advance	\$539.00 - \$2229.00
Ballot Clerk (BC)	Advance	\$463.00 - \$1893.00
Tabulator Clerk (TC)	Advance	\$456.00 - \$1886.00
Deputy Returning Officer (DRO)	Advance	\$425.00 - \$1725.00
Information Officer (IO)	Advance	\$349.00 - \$1389.00
Presiding Deputy Returning Officer (PDRO)	Election Day	\$470.00 – 640.00
Assistant Presiding Deputy Returning Officer (APDRO)	Election Day	\$335.00 - \$465.00
Ballot Clerk (BC)	Election Day	\$305.00 - \$368.00
Tabulator Clerk (TC)	Election Day	\$305.00 - \$375.00
Deputy Returning Officer (DRO)	Election Day	\$285.00 - \$345.00
Information Officer (IO)	Election Day	\$245.00 - \$269.00



## Preparing for work

Election Workers cannot leave the voting station for any reason, so please bring plenty of food and beverages to last you the entire shift.

To bring:

- Water/beverages - enough to last you the entire shift
- Food/snacks - enough to last the entire shift (there may not be any kitchen facilities at your voting station)
- Clothing – dress in layers, and ensure you are comfortable
- Footwear – wear comfortable footwear



## COVID-19 Precautions

### Health Guidelines

Current health guidelines and requirements of The City and the facilities used for training and voting, wearing a mask is required of all Election Workers.

Information will be made available to all election workers in advance of training and voting days regarding health guidelines.

### Voting Station Guidelines

In the voting station, we will be following any health guidelines and requirements of The City.

- Sanitize work stations
- Sanitize high touch points
- Physical distance
- Wearing a mask is required

### Vaccinations

Are strongly recommended. It is not a requirement to be vaccinated to work as an Election Worker, however, some voting stations are located in facilities that require a vaccination or rapid-test.

## How to apply & Demo

- Visit ElectionsCalgary.ca "Election Jobs" tab to apply for an Election Worker position.
- Contact information:
- Email: [Electionworkers@calgary.ca](mailto:Electionworkers@calgary.ca)
- Phone: 403-476-4100

Demo of how to apply

# Elect to help

**Be a paid election worker.  
Training provided.**

Advance Vote: **Oct. 4 – 10, 2021**

Election Day: **Oct. 18, 2021**



# Question & Answer

- **Please post your questions in the chat.**
- **Common questions will be grouped together and answered.**

## After the event:

- **Full list of questions, answers and a link to the presentation will be posted on the website.**

## Contact information:

- Email: [ElectionWorkers@calgary.ca](mailto:ElectionWorkers@calgary.ca)
- Phone: 403-476-4100
- Website: [ElectionsCalgary.ca](http://ElectionsCalgary.ca)

