



Edmonton Elections

Occupational Health & Safety (OH&S) Clerk

This role is great for someone who is safety-minded. You will be responsible for upholding all health and safety protocols within the voting station along with assisting voters throughout the day.

In this role you will:

- Ensure all safety protocols are adhered to by voters and workers on site, along with cleanliness and sanitizing of a voting location
- Manage on-site cleaning and sanitizing of the voting location which includes:
 - Tables, chairs, voting equipment and voting supplies
 - Public spaces, staff break areas and high touch items
 - Reusable election supplies, such as secrecy sleeves, pens, pencils, tablets and plexiglass barriers
 - Election technology
- Assist voters who may have additional accessibility needs
- Ensure proper flow is maintained by voters in line at a voting location
- Communicate with voters and workers on any OH&S concerns onsite
- Ability to fill in for the Deputy Returning Officer as needed, or to provide additional support to any position within the voting station
- Other duties as required

Qualifications:

- Minimum of 18 years of age by October 1, 2021
- Previous experience as an election worker is an asset
- Must possess organizational, verbal and written communication skills
- Fluency in a language other than English is an asset
- Must be comfortable working with the public
- Demonstrated ability to interact with diverse members of the public in a respectful and inclusive manner
- Must be able to work in a fast paced environment
- Must be physically able to lift supplies weighing up to 60lbs (27kg)
- Must be able to arrange own transportation to and from voting station(s) and ward office

Note: Voting station staff are not permitted to leave the voting station, except when taking washroom breaks. Smoking is not permitted on the property of voting stations.

Training:

- Online training is mandatory for all election workers. Some positions may require additional training which may be held in person. **Access to a computer, reliable internet, and comfort in completing online training modules and resources is required.**
- Compensation: One time payment of \$60 for attending the mandatory 3 hour general online training session.



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Work Opportunities:

Election Day: October 18, 2021: 7:30am – 9:00pm

1 day, 13.5 hours

*\$343.50 *Includes training compensation*

Advance Voting: October 4 – 13, 2021: 11:30am – 8:00pm

Advance Vote Team 1 - October 4, 5, 6, 9, and 10

5 days, 8.5 hours per day

*\$952.50 *Includes training compensation*

Advance Vote Team 2 - October 7, 8, 11, 12 and 13

5 days, 8.5 hours per day

*\$952.50 *Includes training compensation*

How to Apply:

1. Complete an **online application** at <https://www.worktheedmontonelection.ca/>
2. It is recommended that you **upload a resume** as part of your application.
Tip: Your resume should highlight your election experience (if any) and other similar roles.
3. Complete the **online assessment**.