

Supervisory Deputy Returning Officer (SDRO)

- Ensures that polls are set up as required and that they open and close promptly at the prescribed time
- Ensures that election officers are there on time
- Directs the work of election officers in the polling location
- Ensures that all candidate material is removed
- Supervises the counting of the ballots
- Manages the collection and return of ballot boxes
- Handles escalated matters in the polling location related to voters/candidates or agents
- Ensures ballot boxes/poll books and election material are secure at the polling location and returned by the DROs to the appropriate drop locations.

Qualifications

- Be at least 18 years old on polling day
- Be tactful and exercise good judgment
- Remain polite and courteous (demonstrate professionalism)
- Have experience in managing large groups to help electors circulate in an orderly fashion

Deputy Returning Officer (DRO)

- Sets up the poll with the necessary supplies
- Ensures that the elector provides satisfactory proof of identity and address before voting
- Hands the ballot to the elector and indicates the instructions to follow
- Ensures that the poll clerk and candidates' representatives follow the rules and procedures
- Manages the registration process at the polling station
- Counts the ballots, signs the related official forms and informs the local RSEC or Election Central of the results
- Returns the ballot box and related materials to the Returning Officer (RO) or SDRO, as instructed, at the end of voting

Qualifications

- Be at least 18 years old on polling day
- Be tactful and exercise good judgment
- Remain polite and courteous (demonstrate professionalism)

Poll Clerk (PC)

- Assists the deputy returning officer to set up and open the polling station
- Assists the deputy returning officer to ensure that voting proceeds in an orderly fashion
- Locates the elector's name on the list of electors and strikes it through
- Maintains the Record of Poll
- Assists with counting the ballots

Qualifications

- Be at least 16 years old on polling day
- Be tactful and exercise good judgment
- Remain polite and courteous (demonstrate professionalism)

Information Officer (IO)

- Directs electors and candidates' representatives to the appropriate polling station
- Provides electors with information regarding satisfactory proof of identity and address
- Consults the street key to determine electors' polling divisions
- Directs the orderly flow of people in the polling location
- Ensures that the poll closes at the prescribed time and that electors in the polling location are processed by that time and have exercised their right to vote

Qualifications

- Be at least 18 years old on polling day
- Be tactful and exercise good judgment
- Remain polite and courteous (demonstrate professionalism)
- Have experience in managing large groups to help electors circulate in an orderly fashion

Driver

- Deliver election materials back to Election Central after the poll locations has closed on Election Day

Qualifications

- Drivers must have a valid driver's license for the vehicle operated
- a safe driving record
- 3rd party liability and vehicle insurance coverage and sign a waiver for use of personal vehicle when applicable

Polling Location Cleaner

- Clean commonly used surfaces at polling locations
- Clean washrooms at polling locations multiple times a day

Qualifications

- Be at least 16 years old on polling day
- Be tactful and exercise good judgment
- Remain polite and courteous (demonstrate professionalism)

Deputy Returning Officer/Poll Clerks (DRO/PC) - Advance Voting

- Duties similar to Election Day duties
- Enter elector information into the Elector Management System
- Locates the elector's name in the system and marks them as voted

Qualifications

- Be at least 18 years old on polling day
- Be tactful and exercise good judgment
- Remain polite and courteous (demonstrate professionalism)
- Computer/Data Entry Experience