



# Poll Supervisor

In this role, you will be the team lead of the polling station and ensure all processes are followed appropriately by all the poll staff, including proper setup and closure of the polling station. You will use your leadership skills to ensure the smooth running of the poll throughout the voting period.

This role is a good fit for you if you have good customer service, communications, leadership, and an experienced supervisor.

## Hours of training:

- 2 hours general training and 2+ hours of role-specific hands-on training

## As a Poll Supervisor, you will:

- Receive and record all election supplies from the Returning Officer/Ward Supervisors
- Coordinate the setup and take down of the polling place with all poll staff
- Maintain peace and order; and ensure the smooth conduct of the polling place in accordance with *The Local Government Election Act*
- Supervise voting procedures and other election workers at the polling place
- Screen and act as the liaison between election officials, candidates, agents and administer oaths where necessary
- Troubleshoot basic technical issues related to computer systems or voting equipment.
- Ensure the poll balances voters recorded against ballots used throughout the day.
- Complete all closing procedures and return election supplies to the designated location

**Access to a vehicle for election duties is a requirement for this role.**

All poll staff must remain non-partisan while carrying out their duties at the polls. You must have the ability to strictly observe secrecy with respect to all knowledge that may come into the Election Official's possession as set out in [FORM E – Oath, Affirmation or Declaration of Election Official](#)

## Work Opportunities

**Election Day:** Wednesday, November 13, 2024; Voting time 8:00am – 8:00pm  
*Remuneration: \$312 (plus \$15 additional duties)*

**Advance Poll:** November 1 – 4, 2024; Voting time 12 noon – 8:00pm  
*Remuneration: \$864 (plus \$15 additional duties)*

**Drive-through:** November 9, 2024; Voting time: 10:00am – 6:00pm  
*Remuneration: \$216*

**Special Polls:** November 5 – 7, 2024; time varies.  
*Remuneration \$ 648*

**\*One time training compensation: \$100**