

JOB DESCRIPTION		
POSITION:	2025 MUNICIPAL ELECTION WORKER	
	Deputy Returning Officers	
CREATED/REVIEWED:	September 2025	

POSITION SUMMARY:

A Municipal Election will be held for Village of Kitscoty Councillor positions on October 20, 2025. Elections are conducted in accordance with the Local Authorities Election Act and other applicable municipal bylaws and policies every four (4) years.

RELATIONSHIPS: Works directly under the direction of the Returning Officer, election workers are responsible for assisting with voting and vote counting.

CORE FUNCTIONS AND DUTIES

- To ensure that the election is conducted in a transparent and fair manner
- Assisting with voting station set up and/or take down
- Maintain the ballots, ballot box and polling booth.
- Assist with the counting of ballots after the close of the polling station.
- Help voters with the voting process ensuring they are registered to vote in Municipal Elections as per Local Authorities Election Act
- Providing relevant information to the public
- Duties will vary depending on the “shift” assigned

Qualifications:

1. Legally entitled to work in Canada
2. At least 18 years of age
3. Fluent in English
4. Strong customer service skills and the ability to remain polite and courteous with the public
5. Ability to work Election Day, October 20, 2025
6. Ability to attend a training session October 14, 2025
7. Valid Identification
8. Ability to follow instructions and maintain confidentiality
9. Ability to effectively communicate both written and orally

Working Environment / Conditions

- Plan to bring enough water/beverages/snacks/food/medications
- Clothing – ensure you are comfortable in business casual dress
- Footwear - please wear comfortable closed toe footwear

Compensation

- \$20 / hour during training and on election day