

| POSITION | KEY RESPONSIBILITIES | REQUIREMENTS | REMUNERATION |
|---|--|--|--------------------------------------|
| Presiding Deputy Returning Officer (PDRO) | <ul style="list-style-type: none"> - Supervise voting station and workers while maintaining order within voting station. - Supervise and assist with set up of voting station one hour before opening of polls. - Distribute ballots packages to Deputy Returning Officers. - Meet and greet voters and ensure they have their ID, answer questions and concerns. - Have a good understanding of each position within the voting station. Ensures election workers fulfill their duties. - Observe Candidates' Agents and Scrutineers. - Ensure proper closing of voting station and return materials to City Hall. | <p>Must be 18 years old.</p> <p>Must be legally able to work in Canada.</p> <p>Basic literacy skills and interpersonal skills including ability to exercise impartiality.</p> <p>Experience in dealing with the public and conflict resolution.</p> <p>Ability to stand for long periods of time.</p> <p>Ability to work a long day.</p> | \$400.00 includes mandatory training |