



Trainer

Compensation rate: \$26.00/hr.

The Trainer is responsible for planning, preparing for, coordinating and delivering face-to-face training to all election officials employed in the electoral district. This role ensures that all election officials have completed the online training for election officials, and that all officials receive the job-specific classroom training necessary to perform their duties.

Responsibilities and typical duties include:

- planning and coordinating the training of election officials by developing training schedules, arranging facilities, and scheduling attendees into training sessions
- ensuring applicants have completed the online portion of their training
- preparing for and delivering job-specific training to the various election official roles by following training plans developed by Elections BC
- ensuring all training content is delivered within the time allotted
- reviewing and assessing whether attendees have successfully completed the required training to confirm suitability for employment
- assisting with the recruitment and selection of election officials, as required
- delivering training according to the standard format required by Elections BC

As training is an important responsibility, this role reports directly to the Deputy District Electoral Officer.

Trainers must be highly-skilled facilitators who are comfortable with public speaking and delivering training in a standard format. They must be willing and able to acquire enough understanding of the general procedures for delivering electoral events and the duties of election officials in order to train a broad variety of individuals under tight timelines and answer specific questions.

Minimum qualifications for this role include:

- previous experience delivering training to/facilitating for adults in groups
- understanding of the principles of adult learning
- ability to follow and deliver standardized training within timelines
- reliability, dependability, and enthusiasm
- excellent organizational skills and keen attention to detail
- previous electoral event experience
- public speaking experience and skill
- experience working with and maintaining personal and confidential information
- ability to use presentation technology (i.e. laptop, PowerPoint)
- ability to be a non-partisan representative of Elections BC