

Election official roles in technology-enabled voting places



Information Officer (IO)

Work days:	Advance and/or final voting (1-2 days of work)
Hours of Work:	1 hour online training 3.5 hours classroom training 14 hours per voting day worked (approximately 7:00 a.m. to 9:00 p.m.)
Training fee:	\$18 for online training \$62 for classroom training
Daily Rate:	\$310 per day

IOs greet voters, place signs and ensure the efficient direction of people and vehicles at a voting place. The IO is the first election official who voters meet when they arrive to vote. IOs guide voters to the correct voting station and answer their questions.

IOs support the Supervisory Voting Officer (SVO) in identifying issues, managing line-ups of voters, assisting voters with support needs, and ensuring signage is adequate and visible during the entire voting period.

Reporting to the Supervisory Voting Officer (SVO), you will:

- Set up the voting place and put up signs, ensuring the voting place is clearly identified.
- Manage lineups outside the voting place entrance and inside the voting place.
- Greet voters and confirm they have acceptable identification.
- Answer questions and direct voters to the appropriate station within the voting place in a friendly and efficient manner.
- Ensure no voter wears any political badge or carries any political material into the voting place.
- Provide information to voters about voting and identification requirements.
- Respectfully assist voters with support needs.
- Direct parking, if required.
- Close the voting place and pack up all materials.

Working conditions

- IOs must arrive early to set up the voting place and work on their feet for at least 12 hours.
- IOs are also trained to work as Tabulator Officers (TBOs) so they can vary their duties throughout the work day.

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- IOs will be given meal breaks and will leave their station to eat.
- IOs must bring their own non-perishable meals and beverages. No cooking or refrigeration facilities will be supplied.
- As the IO may be required to direct traffic in the parking lot or may be located at the entrance to the voting place, they should dress for the weather (e.g. bring an umbrella, weather-resistant outerwear, and/or sunscreen)
- As this role requires long periods of standing, IOs should wear comfortable, weather-resistant footwear.

To work as an IO, you must have:

- basic English literacy and language skills; fluency in a second language may be beneficial
- ability to be and be perceived by others as a non-partisan representative of Elections BC
- ability to identify and verify identification provided by a voter via hard copy or mobile device
- ability to learn quickly, follow directions, and complete repetitive duties
- ability to lift up to 50 lbs to a counter height
- ability to multi-task and be organized
- excellent verbal communication skills and good interpersonal skills to provide customer service and treat voters with respect
- patience when interacting with a variety of people during a long day
- ability to stand for long stretches of time
- experience assisting individuals with support needs is an asset