

POSITION TITLE	WAGE RATE	NUMBER OF POSITIONS
Enumerator	\$21.00 per hour	Up to 4 per electoral district
WORK TERM (START AND END DATES) Approximately September 5 to 20, 2024	HOURS OF WORK Shifts of 2 to 8 hours, up to 35 hours over the enumeration period. Work generally occurs between 12 p.m. and 8 p.m., Monday to Saturday. Working Saturdays is a requirement. Some overtime may be required.	

JOB OVERVIEW

Reporting to the District Electoral Officer and Deputy District Electoral Officer in their assigned electoral district, enumerators assist in assembling an accurate and current voters list. Enumerators travel to locations to register new voters, update/confirm existing voter records in person and provide information and raise awareness about the upcoming provincial general election. They do this by establishing and operating a voter registration station in an assigned location.

JOB DUTIES AND TASKS

Enumerators will:

- Travel to locations that have been designated for enumeration.
- Transport, set up and use a laptop computer and other materials to record voter information.
- Confirm, update or register eligible voters.
- Protect the privacy of personal and confidential information.
- Ensure the security of voter data in their possession.
- Provide voters with information on the voting process, voting opportunities and the importance of being on the voters list.
- Securely transport voter registration materials and enumeration supplies.
- Keep in contact with their supervisor and provide regular progress updates.
- Return supplies and equipment to the district electoral office or other designated location at the end of each day.

WORKING CONDITIONS:

- Enumerators work in pairs. When travelling to enumeration locations, enumerators may carpool.
- Enumerators may set up a voter registration station to conduct enumeration activities at assigned locations such as:
 - post-secondary institutions,
 - shopping centres,
 - facilities serving people experiencing homelessness,
 - Indigenous communities,
 - organizations serving new Canadian citizens or
 - other designated locations.
- Most registration drives will be indoors, but some may be outdoors. Enumerators must dress neatly, comfortably and appropriately for the work and weather conditions.
- Enumerators must wear or carry identification provided by Elections BC and produce it on request.

SPECIAL WORKING CONDITIONS:

- Enumerators may also go door-to-door to visit a set of residences in an assigned enumeration area as directed by their District Electoral Officer or Deputy District Electoral Officer.

EXPENSES:

- Enumerators receive a one-time fee of \$15 to cover expenses related to the use of their personal cell phone in the performance of their duties. This is paid to each enumerator at the completion of the enumeration period and covers expenses incurred for the duration of their employment as an enumerator regardless of the number of days they work.
- Enumerator hours worked include travel time leaving from and returning to the district electoral office (their start work location). Enumerators are entitled to mileage for travel in the following circumstances:
 - from the district electoral office to the registration-drive location, and
 - between registration-drive locations (if applicable) and back to the district electoral office.

QUALIFICATIONS:

Enumerators must have access to the following work tools:

- a reliable cell phone
- an appropriately insured vehicle in good working order is preferred; however, a combination of public transit and other transportation means may be acceptable

Required experience, skills and abilities:

- ability to be a non-partisan representative of Elections BC
- awareness of and attention to the privacy of personal and confidential information
- ability to ensure the security of voter data in their possession
- past experience using a database to search for and enter data
- basic English literacy and language skills; fluency in a second language may be beneficial

- technology skills:
 - ability to use mobile technology
 - ability to use a laptop computer to search for and update voter registration records in a database
- ability to use checklists and materials provided by Elections BC
- ability to understand and follow written instructions
- ability to read and use maps
- strong attention to detail
- good listening skills in order to understand and obtain information from voters
- ability to deal patiently and respectfully with a broad range of individuals
- ability to work professionally and effectively with others in a team environment
- ability to work independently and proactively without direct supervision
- good organizational skills
- commitment to assignment completion
- ability to manage time efficiently

Physical requirements

- ability to sit or stand for long periods
- ability to work indoors and outdoors in all kinds of weather
- ability to travel from location to location