



Corporation of the Village of Cumberland

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File No. 4200-20
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Election Official

The Village of Cumberland is seeking friendly, customer-service-oriented individuals to work as election officials during the 2026 local general election.

Election officials must be politically neutral and unbiased in their work with the Village, both in practice and in appearance. Election Officials cannot be a candidate, a candidate representative or a financial agent and must not attempt in any manner to influence any elector as to how the elector should vote.

Election officials must work on general election day on Saturday, October 17, 2026. There are also opportunities to work at advance voting on October 7 and 14, 2026. The full-day work shift is 7:30 a.m. to 8:30 p.m. There will also be opportunities to work six- to eight-hour shifts on all voting days, expected to take place at times between 8:30 a.m. and 5:30 p.m. All election workers must attend and complete the required paid training session (expected to take place in the evening of October 5, 2026).

Please submit a letter of interest outlining your qualifications, experience, skills and contact information to the Village by hand or by email to hr@cumberland.ca. In your letter, please indicate your interest in working on advance voting days and your interest in working 13-hour or six- to 8-hour shifts. Review of submissions will begin August 3, 2026. Only short-listed individuals will be contacted.

Summary of Responsibilities

Election officials support the administration and conduct of voting at election proceedings during advance voting and/or general voting day. An election official may be assigned one or more roles as a voter registration and ballot clerk, greeter, and/or ballot box attendant. Election officials ensure that eligible electors receive excellent service and are able to cast their votes in a timely fashion. Election officials also ensure that an elector has sufficient identification and is entitled to vote.

Reporting

Election officials report to the presiding election officer and the assistant presiding election officer.

Duties

- Registers eligible electors, confirms and records eligible identification and declarations
- Reads the elector declaration to the elector and has the elector sign the voting book acknowledging the declaration
- Issues ballots to electors, informs the electors how to vote using the ballot, and demonstrates how to mark the ballot if necessary
- Provides verbal instructions on inserting the ballot into the voting machine and thanks electors for voting
- Manages issues of undervoted ballots, errors on ballots, overvoted or blank ballots and ballot replacement in a courteous manner
- Welcomes electors as they enter the voting place and directs electors to ballot clerks, answers inquiries, and courteously requests electors who have cast their ballots to leave the voting place
- Require electors, candidates, and scrutineers to remove any candidate identifiers
- Assists scrutineers by providing documents and information without interrupting service to an elector
- Assists with setting up and dismantling the voting place
- Performs other general tasks throughout the voting place as assigned by the Presiding or Chief Election Officer
- Attends the mandatory training session

Special Working Conditions

- Hours of work for a full shift are long and expected to be from 7:30 am to 8:30 pm.
- You will likely be sitting or standing for long periods of time during the workday.
- Election officials are representatives of the Village of Cumberland and must not discuss candidates, election issues or related community issues with electors, scrutineers, or candidates at the voting place; promotion or disparagement of any candidate in any way is not permitted.
- Election officials are responsible for their own transportation to and from the voting place at 2674 Dunsmuir Avenue, Cumberland Cultural Centre.
- For shifts over 8 hours, workers will be provided two unpaid 30-minute meal breaks. Shifts of 8 hours or less will be provided one 30-minute meal break.
- During the shift, workers may not leave the voting place.
- Election official must bring their own non-perishable meals and beverages for their shift.

Qualifications

- Must possess excellent customer service skills and the ability to answer inquiries or refer questions and issues to the presiding election officer.
- Must possess good oral and written communication skills.
- Previous experience as an election official will be considered an asset.
- Disability awareness training, hidden disability training, and basic knowledge of American Sign Language are considered assets
- Fluency in American Sign Language may receive wage enhancement.
- Knowledge of election processes and procedures will be considered an asset.

- Knowledge of Cumberland municipal boundaries, civic streets, and residents of the community will be considered an asset.
- Must be 18 years or older.
- Must be comfortable, efficient and accurate with written work.
- Must be legally entitled to work in BC.

Experience and Skills

- Ability to be a non-partisan representative for the Village of Cumberland.
- Demonstrated ability to communicate tactfully and courteously with the public.
- Excellent interpersonal skills and patience when interacting with a diverse variety of people, including individuals with physical, sensory, mental, intellectual or cognitive impairment.
- Demonstrate a good understanding of the election process.
- Be detail-oriented.
- Be able to follow directions and written instructions and adhere to procedures,
- Training and previous experience working and communicating with people with visible and hidden disabilities is considered an asset.

Compensation Rates

- Election Worker wage rate is \$25.00 per hour
- Election Worker with ASL fluency wage rate is \$27.00 per hour