

## Greeter (GR)

<b>Duration:</b>	Seasonal
<b>Pay Rate:</b>	\$488 (includes training, Advance Voting, and Election Day)
<b>Last Updated:</b>	May 18, 2022

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### Description:

The City of Surrey Election Office is seeking to hire a number of high energy individuals legally able to work in BC as Greeters (GR) during the 2022 Municipal Election. The ideal candidate will have the experience, knowledge and skills to carry out the duties of the GR at the voting location and will be able to attend the required training session.

Please note, you **MUST** be available to work from 7:00 a.m. until the end of voting and clean-up on Election Day (Saturday, October 15, 2022). GRs will be required to work a specific Advance Voting shift on October 5, 8, 9, or 12, 2022.

Election workers **MUST NOT** be related to any candidate running for office and must not be actively working for any election campaign.

### Qualifications:

- Customer service experience and excellent communication skills
- Friendly and outgoing with an ability to direct the flow of traffic in a busy voting location
- Punctual, reliable, patient and a strong team player
- Attention to detail and able to remain calm under pressure
- Able to stand for long periods of time
- Fluency in English required, other languages an asset
- Past Municipal Election experience is an asset

### Responsibilities:

- Arrive promptly at 7:00 a.m. on Election Day, Saturday, October 15, 2022 to setup voting location, and place exterior voting signage as directed by the PEO
- Complete appropriate forms and documents, as required by legislation
- Provide a positive voter experience
- Greet voters as they enter the voting place in a friendly manner and promptly direct them as required
- Track traffic flow concerns and notify the PEO
- Assist with cleanup at the close of the poll and secure all election materials
- Assist Machine Attendant with ballot transfer
- Provide assistance and support to your team as directed by your PEO or APEO(s)
- Assist with regular cleaning of the voting place

### Training:

Training sessions will take place between September 19-October 1, 2022. Individuals hired to a specific role, will receive instructions via e-mail to select a training time (one 2-hour session). Please note this session is mandatory.

**COVID-19 Health and Safety:**

The City of Surrey will follow the direction of the Fraser Health Authority and the BC Provincial Government, and related City policies.

Employment is conditional on passing an online test at the time of application, successful completion of mandatory training and working an Advance Voting shift.

Interested applicants should apply online at [surrey.ca/election](https://surrey.ca/election).