

## Machine Attendant (MA)

<b>Duration:</b>	Seasonal
<b>Pay Rate:</b>	\$488 (includes training, Advance Voting shift, 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 Machine Attendants (MA) during the 2022 Municipal Election. The ideal candidate will have the experience, knowledge and skills to carry out the duties of the MA 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). MAs 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, voting machine and place exterior voting signage as directed by the PEO
- Complete appropriate forms and documents, as required by legislation
- Provide a positive voter experience
- Instruct voters how to insert ballot into vote counting machine
- Assist with cleanup at the close of the poll and secure all election materials
- Perform ballot transfer with assistance of the Greeter
- 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).