

Job Description: Greeter

This position is critical to delivering a safe and secure Election for the positions of Mayor, six Councilors and 7 School Board Trustees on behalf of the City of New Westminster on Saturday, October 15, 2022.

Job Title: Greeter

Job purpose/summary: To be an impartial and neutral member of the Election Team. To work as a team member within a group of 6-8 Election Officials, to greet Electors, Scrutineers/ Candidate Agents as they enter the Voting Place, to assess their needs and direct them appropriately.

Location: one of 15 locations throughout the City of New Westminster

Reporting to: The Presiding Election Official (PEO)

Duties and Responsibilities

- Arrive at your designated Voting Place at 7.00am on Voting Day
- Under the direction of the Presiding Election Official, assist in the setup of the voting place and in the posting of interior and exterior signage and documents to ensure the Voting Place is ready to receive Electors at 8.00am
- Upon the opening of the Voting Place, greet Electors and Scrutineers/Candidate Agents, offer them hand sanitizer and/or a mask and assess where they are to be directed
- Manage the lineups at the entrance, and guide Electors to available Poll Clerks or the Registration Clerk
- Assist in the close of Voting at 8.00pm, and ensure proper procedures are followed to allow all Electors in line at 8.00pm to Vote
- Assist in the packing of all interior and exterior signage, equipment and materials and other duties as assigned by the PEO

Skills

- Excellent verbal communication and interpersonal skills
- Good literacy and language skills in English; second language proficiency is a plus
- Basic math and analytical skills
- Ability to follow and relay oral directions and written instructions, or checklists
- Accuracy and attention to detail
- Professionalism, to act responsibly and show good judgement
- Ability and patience to interact with a wide variety of the public, backgrounds and age groups
- Ability to maintain composure and deal with difficult situations
- Ability to work a 14 hour day the majority on your feet.