



Alternate Presiding Election Official (APEO) – \$34.00/hour + 4% in lieu of benefits

The APEO supports the PEO by assisting with many voting day responsibilities and may take on delegated PEO authorities as needed. This is a great opportunity for past election workers who want to build their skills and gain more hands-on experience.

Duties of the Alternate Presiding Election official may include:

- Alternate to the PEO
- Assist PEO in coordinating voting activities and supervise the assigned voting location
- Assist with the set-up and clean-up of the voting location (laptops, signage, voting booths, and ensure electrical cords and cables are secured)
- Supervise elector registration process and challenges where necessary
- Assist with Curbside Voting
- Assist PEO in completing forms and administering oaths
- Assist electors and advise as to correct procedures in cases where translation or other assistance is required
- Assist EO in completing and balancing their Ballot Account Form
- Complete Ballot Account Form with the PEO
- Assist with taking down signs and general collection of election materials

Qualifications:

- Managerial experience of a team of 10+ people is an asset
- Ability to handle stress under pressure
- Excellent verbal communication
- Ability to take direction from Presiding Election Official