

**Sturgeon County – 2025 Municipal Election
Election Worker Position Descriptions**

Presiding Deputy Returning Officer (PDRO) (Supervisory)

Hours of work:

- Election Day: Monday, October 20, 2025, 8:00 a.m. to 12:00 a.m.
- Advance Vote Days (Optional, based on availability):
 - Saturday, October 11, 2025, 8:00 a.m. to 4:00 p.m.
 - Thursday, October 16, 2025, 3:00 p.m. to 9:00 p.m.
 - Saturday, October 18, 2025, 8:00 a.m. to 4:00 p.m.

Responsibilities:

- Pick-up and return station supplies to Sturgeon County Centre in Morinville
- Coordinate for the pick-up and drop-off of key for the voting station
- Lead the set-up and close of the voting station
- Allocate and distribute supplies to election workers at the voting station
- Supervise overall conduct of the voting station and ballot count
- Communicate with Election Central as required
- Liaise with candidates, scrutineers, media, and facility representatives
- Be knowledgeable of all election duties, responsibilities, and activities
- Cover off other election workers on their breaks, as required

Qualifications:

- Demonstrated knowledge of election processes
- Patience when interacting with a variety of people during the day
- Basic ability to locate residential addresses using maps and technology
- Experience supervising 2-5 people
- Strong organizational, oral, and written communication skills
- Excellent interpersonal skills and comfort in working with people
- Must have access to a vehicle with appropriate insurance and a valid Driver's Licence. Proof of insurance will be required. Vehicle must be large enough to transport all voting station supplies.
- Must have a personal cell phone available to use on Election Day
- Must be physically able to lift supplies weighing up to 30 pounds
- Must complete a mandatory 4-hour paid training session
- Previous experience as an election worker desirable

The wage for this Election Day position is **\$30/hour**.

Additionally, successful applicants will be compensated **\$100** for completing the mandatory 4-hour training session in early October in addition to **\$20** for mileage and **\$20** for the use of their personal cell phone.

Advance Vote Days – The wage for this position is **\$30/hour**

**Sturgeon County – 2025 Municipal Election
Election Worker Position Descriptions**

Deputy Returning Officer – Registration (DRO-R)

Hours of work:

- Election Day: Monday, October 20, 2025, 8:00 a.m. to 12:00 a.m.
- Advance Vote Days (Optional, based on availability):
 - Saturday, October 11, 2025, 8:00 a.m. to 4:00 p.m.
 - Thursday, October 16, 2025, 3:00 p.m. to 9:00 p.m.
 - Saturday, October 18, 2025, 8:00 a.m. to 4:00 p.m.

Responsibilities:

- Assist with the set-up and close of the voting station
- Verify that voters are in the correct voting station using a map and/or technology
- Verify that elector identification is acceptable
- Assist electors in completing required paperwork
- Explain to electors how to complete the ballot
- Issue ballots to electors
- Ensure completed ballots are deposited in the correct ballot box by the electors
- Perform ballot count activities after the close of the voting station and report results to the Presiding Deputy Returning Officer
- Other duties as required by the Presiding Deputy Returning Officer (Supervisor)

Qualifications:

- Excellent interpersonal skills and comfort in working with people
- Patience when interacting with a variety of people during the day
- Basic ability to locate residential addresses using maps and technology
- Must be physically able to lift supplies weighing up to 30 pounds
- Strong organizational, oral, and written communication skills
- Must be able to arrange own transportation to and from the voting station
- Previous experience as an election worker is an asset

The wage for this Election Day position is **\$26/hour**.

Additionally, successful applicants will be compensated **\$75** for completing the mandatory 3-hour training in early October.

Advance Vote Days – The wage for this position is **\$26/hour**.

**Sturgeon County – 2025 Municipal Election
Election Worker Position Descriptions**

Deputy Returning Officer – Information (DRO-I)

Hours of work:

- Election Day: Monday, October 20, 2025, 8:00 a.m. to 12:00 a.m.
- Advance Vote Days (Optional, based on availability):
 - Saturday, October 11, 2025, 8:00 a.m. to 4:00 p.m.
 - Thursday, October 16, 2025, 3:00 p.m. to 9:00 p.m.
 - Saturday, October 18, 2025, 8:00 a.m. to 4:00 p.m.

Responsibilities:

- Assist with the set-up and close of the voting station
- Verify that voters are in the correct voting station using a map and/or technology
- Monitor and assess the activities in and around the voting station
- Assist electors with challenges getting into the voting station if required
- Direct electors into and out of the correct entrance and exit
- Periodically sanitize surfaces
- Periodically sanitize supplies after electors have voted throughout the day
- Assist with ballot count activities after the close of the voting station if required.
- Other duties as required by the Presiding Deputy Returning Officer (Supervisor)

Qualifications:

- Excellent interpersonal skills and comfort in working with people
- Patience when interacting with a variety of people during the day
- Basic ability to locate residential addresses using maps and technology
- Must be able to arrange own transportation to and from the voting station
- Experience assisting individuals with special needs is an asset
- Previous experience as an election worker is an asset

The wage for this Election Day position is **\$26/hour**. Additionally, successful applicants will be compensated \$75 for completing the mandatory 3-hour training in early October.

Advance Vote Days – The wage for this position is **\$26/hour**.