



2026 Municipal and School Board Elections

Temporary Election Worker Application

The Town of Georgina Clerk's Division is accepting applications to fill a variety of temporary election worker positions for the 2026 Municipal and School Board Elections. Election workers work primarily at voting locations, that is, where electors go to vote. Various positions are available, from the deputy returning officer, who handles the ballots, to the information officer, who directs electors to the appropriate table. During an election, poll workers are on the front line and make it possible for electors to vote in an orderly fashion.

All successful applicants must attend a mandatory training session that will be held in September or early October in person.

Opportunities are available on the following dates. Please check each box for the date(s) you are available to work:

Advance Voting Days:

- Saturday, Oct. 10, 2026 (9 a.m. – 7 p.m.)
- Thursday, Oct. 15, 2026 (9 a.m. – 7 p.m.)
- Saturday Oct. 17, 2026 (9 a.m. – 7 p.m.)
- Tuesday, Oct. 20, 2026 (Noon – 9 p.m.)

Voting Day:

- Monday, Oct. 26, 2026 (9 a.m. – 9 p.m.)

Preference may be given to applicants who are available on all polling dates and times. Applicants must have their own transportation.

Deadline to submit application is July 30, 2026. The Town of Georgina thanks all applicants for their interest; however, only those selected will be contacted.

Qualifications and requirements:

In order to be eligible to work in a temporary election position, you must fit the following criteria:

- 16 years of age or older on Voting Day.
- Legally entitled to work in Canada.
- Applicants cannot be a candidate or a direct relative to a candidate running in the 2026 Georgina Municipal Election.
- Applicants cannot volunteer for a candidate running in the 2026 Georgina Municipal Election.
- Excellent customer service and election official experience preferred.
- Fluent in English, knowledge of other languages is an asset.



- Comfortable with and/or experience using optical scan automated vote counting tabulators is an asset.
- Access to a vehicle or guaranteed transportation to and from assigned voting locations and municipal office.

Please note:

- Completion of application does not guarantee employment.
- Compensation for the mandatory training session and any mileage or other transportation costs associated with duties are included in the rate of pay. Rates of pay are a flat rate for the whole day, regardless of hours.
- Applicants must be able to fulfill the obligation for the entire day. Do not offer your services unless you can do so.

Prior to selecting a position, review the attached job description sheet which lists the positions available and a brief explanation of each job function.

Rank the following 1-5 (1 being top choice, 5 being last choice) with your position preference. While we cannot guarantee that you will be placed in your top choice, we will do our best to accommodate preferences as it meets operational needs.

Poll Supervisor _____

Deputy Returning Officer _____

Revision Clerk _____

Tabulator Officer _____

Information Officer _____

Note that you may be scheduled to work at any of the following locations:

- **The MURC** – 261 Garrett Styles Dr., Keswick
- **Georgina Ice Palace** – 90 Wexford Dr., Keswick
- **The ROC** – 26479 Civic Centre Rd., Keswick
- **Sutton Arena** – 48 Hawkins St. Sutton
- **The Link** – 20849 Dalton Rd., Sutton
- **Pefferlaw Lions Community Hall** – 38 Pete’s Lane, Pefferlaw
- **Udora Community Hall** – 24 Victoria Rd., Udora



Applicant information

Last name: _____

First name: _____

Mailing address: _____

Contact number: _____ Alternate contact number: _____

Email: _____

1. Are you a candidate, spouse, parent or child of a candidate or have any direct affiliation with a candidate?
 Yes No

2. These positions will require that you work for up to 12 consecutive hours. Are you comfortable working for long periods of time while maintaining attention to detail?
 Yes No

3. Are you able to lift and carry items weighing 20-30 lbs. (9-13 kg)?
 Yes No

4. Are you able to commit to attending a mandatory training session that will be held in September or early October?
 Yes No

5. Have you worked at a municipal, provincial or federal election before?
 Yes No

6. If yes, give the most recent year(s) worked and the position you held.

Election Work History

Year worked: _____

Federal, provincial or municipal: _____

Position: _____

Year worked: _____

Federal, provincial or municipal: _____

Position: _____

Year worked: _____

Federal, provincial or municipal: _____

Position: _____

7. Do you have a valid Ontario Driver's Licence and do you have a vehicle at your disposal for the days you may be hired for?

Yes No

8. Are you available to work at any voting location within the Town of Georgina?

*Note that assigned locations may be subject to change on short notice due to operational requirements.

Yes No

9. Do you have customer service experience?

Yes No

10. Are you able to perform basic mathematic calculations such as adding and subtraction?

Yes No

11. Do you have computer experience?

Yes No

12. Rate your computer skills

- Not at all comfortable
- Not that comfortable
- Somewhat comfortable
- Very comfortable

13. How comfortable are you learning new software applications?

Not at all comfortable



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- Not that comfortable
- Somewhat comfortable
- Very comfortable

14. Preferred day of the week for in-person training:

- Weekday (Monday to Friday)
- Weekend (Saturday or Sunday)

15. Preferred time of day for in-person training:

- Morning
- Afternoon
- Evening

16. Are you willing to be a stand-by for election if no other positions are available?

- Yes
- No



Declaration:

By submitting this application, you agree to the following (select to acknowledge):

- I hereby confirm that I am at least 16 years of age or older.
- I hereby confirm that I am legally eligible to work in Canada.
- I hereby confirm that I am not a spouse or an immediate family member of a candidate or a registered third party.
- I agree to maintain impartiality and complete the assigned responsibilities of my election worker role to the best of my abilities.
- I acknowledge that all information I collect or review in my capacity as an election worker is confidential and may not be shared.
- I acknowledge that attendance at mandatory training sessions is required to serve as an election worker.
- I understand that falsified statements on this application shall be considered sufficient cause for dismissal.
- I hereby confirm that the information provided in this application is true and accurate to the best of my knowledge.

Signature of the applicant: _____

Date: _____

Personal information on this form is collected under the authority of the Municipal Elections Act, 1996, as amended, and will be used to identify and contact election personnel for municipal election employment. The information is protected under Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). For questions related to the collection of this information, contact the Town of Georgina Clerks Division.

Election job descriptions

Poll Supervisor – Pay \$350

Duties

- Supervision of the voting location.
- Ensures the conduct and integrity of the voting process is maintained.
- Contact person for the voting location in the event of any problems at the voting location.
- Main point of contact for candidates and/or scrutineers on-site – they will verify candidate identification and Scrutineer forms.
- Responsible for the overall operation of the poll.
- Supervise and assist other Election staff. Supervisor should have a general understanding of all positions at the poll and be able to step in to cover positions, as necessary, to allow for breaks, etc.
- Assist in managing the overall flow of electors throughout the poll, stepping in to assist with 'bottlenecking,' etc.
- Responsible for the setting up, opening and closing of the voting location.
- Ensure that no campaign material for any candidate is displayed within the voting location or on the exterior of the property.
- Respond to electors' issues/comments/concerns in a professional manner.
- Responsible for ensuring that the final Ballot Summary for each Deputy Returning Officer at your voting location is completed and accurate.
- Transport ballot box(es) and return election supplies to the Georgina Civic Centre at the close of polls.

Deputy Returning Officer (DRO) – Pay \$325

Duties

- Maintain election supplies and forms in an orderly fashion.
- Maintains the integrity of the election process by being thoroughly familiar with the different types of ballots and how to determine the correct ballot for each voter, the function of Proxy Voting and the form and Voter eligibility requirements.
- Responsible for striking voters off the voters' list and for distributing the appropriate ballot to each elector. Maintains the voters' list throughout the day by locating voter's names using e-poll books.

- With the assistance of the Poll Supervisor, provide curbside voting opportunities to individuals requiring that accommodation.
- Assists in the setting up, opening and closing of the voting location.

Revision Clerk (RC) – Pay \$300

Duties

- Be familiar with the procedures to add/ correct information for qualified electors to the voter's list.
- Assist electors with revision forms as needed and add/revise electors' names on the Voter's list.
- Assist the Supervisor and other election officials with set-up, opening and closing of the poll.
- Act as a back-up for a Deputy Returning Officer as needed.

Tabulator Officer – Pay \$300

Duties

- Responsible for picking up the vote tabulators and ballot box(es) from the Georgina Civic Centre and transporting them to the poll for election day.
- Ensure that the secrecy of the ballot and the elector are maintained.
- Be knowledgeable on the operation of the vote tabulators and assists electors where necessary.
- Responsible for setting up vote tabulator and ballot box inside the poll and ensure it is in proper working order prior to the opening of the poll.
- Responsible for operating and troubleshooting the vote tabulator in accordance with their training, and training guide throughout the day.
- Receive completed ballots from voters and run them through the vote tabulator.
- Responsible for return of the vote tabulator and sealed ballot box(es) to the Georgina Civic Centre at the close of polls.
- Assists the Supervisor and other election officials with the set-up, opening and closing of the poll.

Information Officer – Pay \$250

Duties

- First point of contact for voters once inside the poll.
- Greets electors and directs them to the DRO or Revision Clerk.



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- Responsible for disinfecting/cleaning as required.
- Helps electors with accessible needs as required (opening doors etc.).
- Assists the Poll Supervisor and other election officials with the set-up, opening and closing of the poll.