



## **Election Official – Institutional Polls**

### **Purpose**

Election Officials assigned to Institutional Polls support voting at long-term care and retirement facilities, ensuring accessible, respectful, and compliant voting for residents.

### **Key Responsibilities**

- Assist with set up, operation, and closing of institutional voting locations
- Support the RDRO in processing electors and issuing ballots
- Assist electors who may require additional time or accommodation
- Complete election forms and records accurately
- Operate ballot tabulators if assigned and trained
- Maintain confidentiality, dignity, and professionalism at all times
- Temporarily assume RDRO duties if required

### **Qualifications**

- Eligible elector in the City of Welland
- Strong interpersonal and customer service skills
- Ability to work patiently with vulnerable populations
- Computer skills as required by assignment
- Successful completion of mandatory training and testing

*All election officials are expected to uphold professionalism, confidentiality, impartiality, and accessibility standards in accordance with legislation and Clerk's procedures.*