



The Corporation of the Town of Kingsville
2026 Municipal Election
(Information Officer)

Job Description: Information Officer

Position Summary

Reporting to the Supervisor Deputy Returning Officer, the Information Officer is responsible for greeting Voters as they arrive at the Voting Place, assisting Voters with entering the building, checking for Voter Information Letters (VIL), and verify Voter's identification.

Specific Duties

- Arrive at the voting place at the predetermined time agreed upon with the Returning Officer prior to the opening of the Voting Place.
- Assist where necessary in setting up the Voting Place.
- Verify Voter's identification.
- Greet Voter at the Voting Place and request that they have proper identification ready and that the information on the Voter Information Letters (VIL) is accurate.
- Direct Voters to the next available Ballot Officer, or if changes are required to their VIL, direct the Voter to the next available Registration Officer.
- Ensure the Voting Place is free of any campaign materials.
- Ensure the Voting Place is accessible to the Voters and assist with accessibility requirements, including opening doors for Voters.
- Assist with clean up and sanitization, as required.
- Notify the Supervisor Deputy Returning Officer of any incidents that occur or complaints that are made at the Voting Place in a timely manner.
- Other duties assigned by the Supervisor Deputy Returning Officer, Clerk or their designate.

Qualifications

- Must be a Canadian citizen and at least 18 years of age on Election Day (October 26, 2026).
- Available to work up to 12 hours.
- Available to attend mandatory training session(s).
- Ability to read and observe voting procedures at the Voting Place.
- Strong interpersonal communication (verbal and written) and problem-solving skills to resolve issues and communicate solutions to staff and the public in an efficient and timely manner.
- Ability to learn quickly and follow verbal and written directions.
- Strong computer skills and ability to complete data entry of elector information using specific software programs, if required.



- Ability to complete paper-based forms with clear and legible handwriting and good attention to detail.
- Ability to multitask.
- Fluency in more than one language is an asset.
- Previous experience working in an election (municipal, provincial or federal) is an asset.
- Must not be a candidate, third-party advertiser, nor working on a Candidate's campaign in the 2026 Municipal election.

Payment for Election Officials

\$350.00 (This payment is rendered for each full day of services provided in support of working the Election). An additional \$50.00 will be added after finishing election training session(s).

How to Apply

Interested candidates must apply online through our website, kingsville.ca/work-here. We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

Privacy Statement: Personal information is collected under the authority of the Municipal Act, 2001 P.S.O. c. 45 and will be used solely in the administration of the above noted request. Questions about the collection of this information or accessibility accommodations can be directed to the Clerk for the Town of Kingsville, 2021 Division Road North, Kingsville, ON N9Y 2Y9, Telephone: 519-733-2305.