



JOIN THE ELECTIONS YUKON TEAM

Employment Opportunity (Part Time)

Returning Officer (School Council General Election)

(Early April to mid-May 2020)

For the School Council General Election in your school attendance area of:

Name of School Attendance Area _____

Community in which Attendance Area is located _____

RETURNING OFFICER (SCHOOL COUNCIL) DETAILS

- **The Requirement:** The appointment of a Returning Officer (RO) to administer the election (or by-election) of members of a school council. School Councils are a voice for parents and community members. They work with students, teachers, and the Department of Education to provide high quality education.
- **Responsibilities** (as per *Elections Act*): Responsible to the Chief Electoral Officer (CEO) for working on behalf of Elections Yukon and managing the school council election, posting and later removing notices, recruiting and training of staff (2 persons), preparing/accepting nominations, conducting/reporting the Addition of the Vote, and coordinating/reporting activities with Elections Yukon.
- **Availability:** Part time basis over a 4 week period including “office hours”, for 1 to 2 hours Monday -Saturday between the call for Nominations and the Election of the member(s), at least 3 hours on the Close of Nominations day and at least 7 hours on Polling Day.
- **Key Dates (*These dates are tentative*)**
 - Mid- March or early April 2020 (to be determined) - Training: Whitehorse (or video conference as arranged)
 - April 9*, 2020 Call for Nominations
 - April 23*, 2020 Close of Nominations
 - May 4*, 2020 Polling Day
 - May 5*, 2020 Addition of the Votes
 - May 12*, 2020 Recount (if necessary)
- **Eligibility:** Canadian citizen, 18 years of age, lived in the attendance area (description attached) at least 3 months or be the parent/guardian of a student.
- **Qualification and Experience:** Positive attitude, good working relationships with public, effective communicator, experience in managing and coordinating multiple activities, basic computer skills, and committed to administering a fair, impartial and compliant election process.
- **Pay:**
 - \$925 for the election period, including polling day
 - \$730 if no nominations received or all candidates acclaimed; no polling day held (determined at close of nominations)
 - \$140 for use of your home as a returning office
 - \$125 for attending training session in Whitehorse (plus travel costs)
- **How to Apply:** Complete the application form attached and scan & e-mail to the address below. An interview will be conducted to confirm qualification and suitability.

For more information please visit www.electionsyk.ca or contact the Assistant Chief Electoral Officer at 1-866-668-8683/ 867-667-8683 or dave.wilkie@electionsyukon.ca

APPLICATION FORM
Returning Officer – School Council

This part-time position is required for school council elections early April -early May 2020 timeframe as outlined in this document.

Full Name (preferred name in brackets): _____

Home Address: _____

Mailing Address (If different): _____

Phone: _____ **Cell:** _____ **Other:** _____

Email: _____ **Other:** _____

Summary of Your Qualification, Experience and Interest. Bullet points are fine. Please attach/send resume as appropriate.

An interview (in-person or via phone approx. 20-30 minutes) to discuss your application will be arranged. Please email info@electionsyk.ca or call the Assistant Chief Electoral Officer, Dave Wilkie, at (867) 667-8683 to arrange a time and provide the best contact number. Thank you for your interest.