



THE YORK FEDERATION OF STUDENTS (YFS) IS CURRENTLY SEEKING QUALIFIED CANDIDATES TO FILL THE FOLLOWING POSITIONS:

Deputy Returning Officer

DESCRIPTION:

The Deputy Returning Officer's (DRO) main responsibilities are to assist the Chief Returning officer in the administration of the YFS Elections.

RESPONSIBILITIES:

- Maintaining peace and order in the polling station
- Conducting the count of votes
- Hiring and training of poll clerks
- Assist and supervise in the opening and closing of poll stations
- Assist in the approval of campaigning materials
- Assist the CRO with All Candidates Meeting and All Candidates Debate
- Assist the CRO in administrative tasks

QUALIFICATIONS:

- Experience coordinating and administering student union elections with increased hours in February.
- Ability to work flexible hours, including evenings and weekends.
- Strong organizational skills
- Strong leadership skills
- Ability to work well alone and in groups
- Previous experience in scheduling considered an asset
- Understanding of YFS elections procedures
- Knowledge of York University Practices and Policies

Poll Clerks

DESCRIPTION:

The Poll Clerk assists the CRO and DRO in facilitating voting at polling stations.

RESPONSIBILITIES:

- Ensure voters' are eligible to vote
- Ensure voters' are handed the appropriate ballots and allowed to vote in secret without disruption.
- Act impartially at all times
- Facilitate voting at polling stations
- Enforce YFS elections By-laws and rules
- Set up, supervise and take down polling stations
- Answer voters' questions, where appropriate, in a friendly and businesslike manner
- Assist in the counting of ballots at the end of the Elections

QUALIFICATIONS:

- Must be available to attend a one-hour paid training session
- Must be Reliable and Punctual
- Available to work Elections dates (Tuesday, February 13, 2023 at 8:00am to Friday, February 16, 2023 at 4:00pm) with a flexible schedule.
- Ability to work entire mornings/afternoons or entire days uninterrupted is highly desirable and considered an asset.
- Understanding of YFS elections procedures
- Knowledge of York University Practices and Policies

THE YORK FEDERATION OF STUDENTS IS AN EMPLOYMENT EQUITY EMPLOYER.

Applications from all qualified candidates are welcome; in particular, applications are encouraged from racialized people, Indigenous people, people with disabilities, members of the queer and trans community, and women. Any expressed interest will be kept strictly confidential.

PLEASE NOTE: YFS is an independently incorporated students' union working within the York University community. This position is **NOT** a York University staff position.

For the Poll Clerk position, please submit any questions, cover letter and resume to the following email address: dro@yfs.ca

Applications for the DRO position have now closed. Applicants for the Poll Clerk position may submit no later than Wednesday, January 31st at 4pm.