

## Greeter

**SUMMARY OF DUTIES:** The Greeter is the first person the elector will see when they enter the voting location. The Greeter greets, directs and assists electors at a voting location.

### DUTIES AND RESPONSIBILITIES:

1. Report to the Poll Supervisor and notify any incidents that occur or complaints that are made at a voting location in a timely manner.
2. Ensure the voting location is free of any campaign materials.
3. Ensure the voting location is accessible to the electors and assist with accessibility requirements, including opening doors for electors.
4. Greet electors at the voting location and request they have proper identification ready and the information on the voters' card is accurate.
5. Direct the voter to the next available EDRO or if changes are required to their voters' card direct the voter to the next available RDRO.
6. Assist electors at the voting location and provide them with instructions and directions.
7. Manage a large flow of electors within a voting location.
8. Ensure the voting location promptly closes on time and that all electors that entered the voting location prior to close can mark and cast their ballot to vote.
9. Assist with cleaning up the voting location.
10. This position may also assume the duties of Cleaner throughout the day.

### POSITION REQUIREMENTS:

- Available to work up to 12 hours on election day
- Available to attend a training session
- Ability to read and observe voting procedures at the voting location
- Strong interpersonal communication and customer service skills
- Ability to stand for long periods of time
- Ability to learn and adapt quickly and complete repetitive duties.
- Ability to multi-task

Rate of Pay: \$200

Training: \$16 per hour