

## Job Description: Runners

The City of North Vancouver is seeking reliable, civic-minded individuals to serve as Election Workers for the 2026 Municipal Election. Selected applicants will be hired as casual/auxiliary exempt City employees for the election period.

### Position Summary

**Runners** – provides overall courier support on election day at Election Headquarters and the voting locations, including dropping off and picking up supplies, loading and unloading of election equipment, removing election signs contrary to the Election Sign Bylaw, covering meal breaks for reception staff at Election Headquarters, and assisting Election Workers as needed.

The successful candidate will have the skills and professionalism to contribute effectively the election in a supporting role.

### Work Schedule

- **General Voting Day – Saturday, October 17, 2026**  
Runners are required to work on General Voting Day from 7:00 am to 10:00 pm (or longer if operationally required).

### Training Requirements

- Runners must complete 1-2 hours of online training (self-paced).

Note: If you cannot access the online training additional options may be available.

### Pay and Compensation

- Rate is \$27.00 per hour. Overtime rates will be paid after 8 hours worked in a day.
- Estimated pay based on working the election shifts:
  - Training
  - General Voting Day= \$617.00
- 4% vacation pay will be paid on total election wages.
- Online training will be paid for 2 hours.
- You will receive one lump sum payment after the conclusion of the election through the scheduled payroll period.
- Statutory deductions will be applied at source as applicable.
- Existing City employees must take the day off from their home position when a voting shift falls on one of their regularly scheduled workdays. Managerial approval is required. Banked time may be used.

## Responsibilities

- Arrive promptly at 7:00 am at Election Headquarters at City Hall.
- Assist Election Officials with courier support and administrative tasks such as making photo copies and answering the phone.
- Assist Election Workers with the loading and unloading of voting equipment, supplies and materials in accordance with procedures.
- Assist with other duties as required.

## Qualifications

- Ability to meet legislated requirements under the *Local Government Act* including a solemn declaration to:
  - Perform duties impartially and in accordance with the Act.
  - Not accept inducements to act improperly or contrary to legislation.
  - Preserve the secrecy of the ballot.
  - Not be or become a candidate, candidate representative, or financial agent while serving as an Election Worker.
- Ability to remain neutral, avoid campaign discussions, and treat all candidates, scrutineers and voters consistently.
- Dependability and professionalism, including punctuality, patience and ability to work as a team.
- Reliable transportation to Election Headquarters.
- Strong customer service background and excellent communication skills.
- Ability to work extended hours, including a full Election Day (approximately 15 hours).
- Physically capable to assist with moving equipment and materials, loading and unloading of vehicles.
- Ability to read, write and speak English; additional languages are an asset.
- A valid Class 5 Driver's Licence is required.
- Submission of a drivers abstract demonstrating a safe and responsible driving record for the use of City vehicles.
- Knowledge of the City and its municipal boundaries.
- Ability to safely lift up to 25 lbs.
- Previous election experience is an asset.
- Previous experience working in a City of North Vancouver election is an asset.
- Existing City employees require managerial approval to take leave from their regular position when a voting shift falls on one of their regularly scheduled workdays.

*\*Preference will be given to applicants who have prior local government election experience and who hold a valid BC Driver's Licence with access to a vehicle.*

## Conditions of Employment

1. Completing all mandatory training as determined by the Chief Election Officer;
2. Signing the declaration required under the BC *Local Government Act*;
3. Completing all necessary City onboarding forms;
4. Reference checks may be required; and
5. Signing an employment agreement for this position.

## Additional Information

The City of North Vancouver welcomes applications from all qualified candidates. Please apply through the Election Worker application process at <https://www.cnv.org/ElectionWorkers>. Due to the volume of applications, only successful candidates will be contacted. The posting will close on July 6, 2026.

If you have questions, please contact us at [elections@cnv.org](mailto:elections@cnv.org) or 604-982-3953.

Thank you for your interest in the City of North Vancouver 2026 Local Election.

*We respectfully acknowledge that we live and work on the traditional and unceded territories of the Skwxwú7mesh Úxwumixw (Squamish Nation) and səliłwetəl (Tsleil-Waututh Nation). The City of North Vancouver is committed to Reconciliation with these Nations, who have lived on these lands since time immemorial.*

Posting: 2026-E001