

Job Posting: Count Supervisor



Count Supervisor

Join the team behind one of Edmonton's most important events—the 2025 Edmonton Election.

As a Count Supervisor, you'll lead a team of 3 to 20 count workers to ensure votes are counted accurately and procedures are followed. You'll organize the counting location, review processes with your team and address any questions to maintain compliance. You'll also collect and compile information, complete forms accurately and securely transmit unofficial election results.

What will you do?

- Manage the setup count centre processes and closure of the voting station, verifying equipment connections and organizing all election materials according to legislative guidelines
- Oversee count operations, proactively managing issues and escalating issues to the call centre, as required
- Supervise the counting procedure and address inquiries from count workers
- Note any objection made to ballots and manage any questions arising from the objection with impartiality and adherence to established protocols
- Collect election results from each count worker and accurately complete Form 19 and input data into the electronic management system
- Prepare and transport all ballot boxes and other essential election materials to the designated office at the end of the count (*for voting station Count Supervisors only*)

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Qualifications:

- Previous supervisory experience
- Previous counting experience such as cash handling, inventory management, financial auditing, or election ballot counting

Assets:

- Previous experience as an election worker
- Previous accounting or bookkeeping experience

Conditions of Employment:

- Minimum of 18 years of age by October 19, 2025

- Access to a cell phone while on-duty
- Valid Alberta Class 5 driver's licence (or provincial equivalent), access to a vehicle and proof of appropriate insurance
- Complete mandatory training including an online module (requires access to a computer and internet connection) and an in-person, role-specific training session

Skills required for success:

- Mathematical, organizational and verbal communication skills
- Ability to work in a high pressure environment
- Ability to accurately sort and count large quantities of ballots
- Ability to adhere to established policies and procedures
- Ability to remain standing for extended periods
- Capacity to perform repetitive hand and wrist movements

Standby Workers:

- Ability to fill emerging vacancies or provide additional support at a voting station
- Must report for standby shift on Election Day in person at the Ward Office, or via phone call during Advance Voting, to confirm readiness and availability

Note: Voting station staff must remain on-site at the voting station for the entire shift, including closing procedures (no off-site breaks). Smoking is not permitted on the property of voting stations.

Work Opportunities:**Voting Station Count Supervisor: October 20, 6:30 p.m. - Count Close**

One (1) evening shift, approximately 5 hours at a voting station

\$128.53 flat rate + \$96.34 training compensation + \$15 cellphone allowance

Total compensation = \$239.87

Count Center Count Supervisor: October 20, 6:30 p.m. - Count Close

One (1) evening shift, approximately 5 hours at a voting station

\$160.66 flat rate + \$96.34 training compensation

Total compensation = \$257

Standby Count Supervisor: October 20, 6:30 p.m. - 9:30 p.m.

One (1) evening shift, approximately 3 hours reporting at the Ward Office

\$72.25 flat rate + \$96.34 training compensation + \$15 cellphone allowance

Total compensation = \$183.59

If you are deployed to work, you will receive the rate of pay for that position

Important Pay Rate Notes:

- If you accept multiple assignments during Advance Vote and on Election Day, training requirements and pay will be adjusted accordingly.
- Cell phone allowance is a one-time payment.

Number of Openings (up to): Up to 249

Work Location: Various locations across Edmonton

How to Apply:

1. Complete an [online application](#).
2. It is recommended that you **upload a resume** as part of your application. Tip: Your resume should highlight your election experience (if any) and other similar roles.

The City of Edmonton values applicants with a diverse range of skills, experiences and competencies, and encourages you to apply. We strive to provide reasonable access and accommodations throughout the recruitment process. To request an accommodation, please contact employment@edmonton.ca.