

## POSITION DESCRIPTION

### Office Staff

# Training Supervisor

Elections Manitoba is an independent office of the Legislative Assembly responsible for delivering free and fair provincial elections. All employees with Elections Manitoba (EM) must be non-partisan in perception and fact, and sign a confidentiality agreement.

#### Position description

Under the general supervision of the returning officer (RO) and the assistant returning officer (ARO), the training supervisor (TS) is appointed in each electoral division for to train election officers. The TS conducts in-person scenario-based training with election officers to prepare them for their role. Training includes online training and technology-based processes for voting advance voting and on election day. The TS must remain impartial in all dealings during an electoral event and not engage in any partisan activity. The TS must complete a satisfactory security check. The TS may be required to travel throughout the electoral division.

#### Qualifications

- Experience with training, facilitation and/or group leadership including providing direction and guidance
- Ability to deliver a pre-prepared training program
- Proficiency with computers and technology and the ability to troubleshoot basic problems such as logging in, browsing, using bar code scanners
- Strong planning and organizational skills and the ability to work in a busy and deadline driven environment
- Excellent communication and inter-personal skills to provide coaching and guidance in a busy and demanding environment.
- Flexibility, in dates and hours of work.
- Ability to lift up to 20 pounds, and stand for extended periods of times.

#### Desired:

- Knowledge of French
- Experience working in an election

#### Key responsibilities

Under the guidance of the returning officers, the training supervisor will:

- Plan and organize training sessions for election officials, schedule training during the day, evenings and on weekends, including at various locations in rural electoral divisions to meet the needs of the staff hired.

- Support the recruitment process by scheduling all elections officers into specific training programs throughout the election period. The TS needs to provide a workable schedule of classes that takes into consideration the large number of election officers in each position that need to be trained. They must plan for the appropriate size of classes, various training locations (for rural/larger EDs), and coordinate the availability of training venues.
- Administer the online LMS voting officials training program in the electoral division including supporting election officials in its use.
- Provide reminders to election officials that have not completed the online training required prior to their scheduled classroom session.
- Prepare for classroom training sessions, using the training resources developed by Elections Manitoba including delivering supplies and materials, and classroom set-up and clean-up.
- Oversee the security check process
- Conduct training sessions using the training resources developed by Elections Manitoba.
- Monitor attendance and ensure election officials receive payment for all training completed.

## **Fees**

Hours of work will be determined by the returning officer

- Minimum wage plus \$6.00 per hour

A T4 slip is issued for money earned.