

Job Descriptions:

Lead - This position pays \$125 per day leading up to Election Day and \$150 on Election Day. You will be paid an additional stipend for attending training.

- Attend training.
- Contact your assigned clerks before Election Day to confirm their assignments.
- Act as person in charge of assigned VSC.
- Set up the VSC in time to be ready to open the doors at the correct time each day.
- Return ballots and other election materials each night.
- Have reliable, private transportation.

VSC Clerk- This position pays \$100 per day leading up to Election Day and \$110 on Election Day. You will be paid an additional stipend for attending training.

- Attend training.
- Work assigned hours on days leading up to Election Day.
- Work 6am until about 10pm on Tuesday, Election Day.
- Check in and assist voters.
- Help set up before opening each day.
- Help close and pack up at the end of each night.

Voter hotline - This position pays \$80 per day leading up to Election Day and \$100 on Election Day. You will be paid an additional stipend for attending training.

- Attend training.
- Work assigned hours on days leading up to Election Day.
- Work 7am until 8pm on Tuesday, Election Day.
- Assist voters over the phone. Answer questions such as:
 - Where can I go to vote?
 - What time do the polls open/close?
 - What do I do if I make a mistake on my ballot?
 - Where can I return my vote by mail ballot?

All Leads and VSC Clerks are expected to arrive one hour before the center opens on the first operating day and one-half hour before opening on remaining assigned days. In addition, you should expect to stay after closing each night to ensure all items are secure and the days ballots are packed and ready for the Lead, and one other person, to return to the designated location.

Hours – Polling locations will be open from the Saturday 10 days before Election Day through Election Day, **including Memorial Day**, for the following hours:

- Monday through Friday 8am to 5pm
- Saturdays & Sundays 9am to 5pm
- Election Day, Tuesday 7am to 8pm