

Position: Precinct Election Official Presenter/Trainer
Location: Butler County Board of Elections
1802 Princeton Rd. Suite 600
Hours: Varies
Status: Temporary Employee
Date Start: April 17, 2023
Date End: April 22, 2023
Hourly Pay: \$15.00/hour

Introduction

The Butler County Board of Elections commits to promoting civic participation and a stronger democracy by ensuring every resident of Butler County, Ohio, the right to vote in an election system that is free, fair, open, and honest. The board is seeking trainers to conduct and lead training classes to prepare Precinct Election Officials (PEOs) to serve on Election Day.

Job Description

The position with the Butler County Board of Elections is to train PEOs for upcoming Elections. Trainers are responsible for conducting training classes and presenting materials in an engaging way. Trainers follow training protocol provided by the Board of Elections to familiarize themselves and PEOs of Election Day Procedures. Classes will cover setting up the polling place, processing voters, closing the polls, and packing equipment.

Summary of essential job functions

- Set up training classroom with equipment and materials
- Assist with new PEOs' payroll paperwork
- Lead training if selected as a presenter and instruct in a group setting
- Prepare PEOs for Election Day procedures and answer questions
- Assist PEOs with one-on-one interactive scenarios (processing voters)
- Grade assessments

Minimum Requirements

- Excellent interpersonal skills, including effective communication
- Some experience in public speaking or conducting classes or training in a group setting
- Must be available to work at least 12 training classes including daytime classes

Abilities required

- Willingness to work together with Board of Elections staff
- Demonstrates adaptability, flexibility, and dependability
- Self-motivated and able to work well under pressure
- Demonstrates professional attitude and appearance