



BOARD OF ELECTIONS
P.O. BOX 490
GLEN BURNIE, MARYLAND 21060-0490
PHONE: (410) 222-6600

Position Title: Training Class Team Leader

Purpose: To lead training classes for the 3,500 Election Judges hired by the Anne Arundel County Board of Elections to serve at the 163 polling places and 5 Early Voting sites during the 2012 Presidential Elections.

Training Class Dates: March 3, 2012 through March 30, 2012

Training Classes scheduled:

- Monday through Friday, days and evenings
- Saturday afternoon

Locations:

Broadneck Library
1275 Green Holly Drive
Annapolis, MD 21409

Brooklyn Park Library
1 East 11th Avenue
Baltimore, MD 21225

Corkran Middle School Cafeteria
7600 Quarterfield Road
Glen Burnie, MD 21061

Crofton Middle School Cafeteria
2301 Davidsonville Road
Gambrills, MD 21054

Crofton Library
1681 Riedel Road
Crofton, MD 21114

North County Library
1010 Eastway
Glen Burnie, MD 21060

Severna Park Library
45 McKinsey Road
Severna Park, MD 21146

Southern District Police Station Community Room
35 Stepneys Lane
Edgewater, MD 21037

West County Library
1325 Annapolis Road
Odenton, MD 21113

***NOTE:** Dates, times, and locations may be subject to change.

Pay: \$12.00 to \$15.00 / hour (depending on experience) for 25 to 55 hours per week depending on availability.

Individuals selected will be provided with subject matter training in January and February of 2012 at the Anne Arundel County Board of Elections.

Duties:

- Leads training classes of up to 15 Election Judges
- Starts each training session on time
- Uses training plan to guide training class
- Answers questions or uses strategies to ensure questions will be answered
- Assists during hands-on portion of training class
- Responsible for the set up of training room prior to each training class
- Responsible for cleaning up training room after each training class
- Responsible for resetting all election training equipment prior to each training class
- Responsible for ensuring all election training equipment is functional for hands-on learning or demonstrations
- Responsible for ensuring all forms are distributed before class and all forms are returned after class



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Required Skills:

- Teaching experience preferred
- Comfortable leading presentations with PowerPoint
- Ability to lead training classes in professional manner, answer questions, lead hands-on training with election equipment
- Detail-oriented
- Ability to work effectively in groups
- Must dress professionally
- Punctuality

Apply for the position by emailing a cover letter and resume to David Garreis at the Anne Arundel County Board of Elections at dgarreis@aacounty.org.