

Role description

Young Mayors Election Champions x 5

August 2026

The details

Position	Young Mayors Election Champions
Direct reports	None
Reports to	Young Mayors Election Team Leader
Location	Mackay, Queensland
Role Classification	Casual role SCHADS Level 1.1 (\$34.44 per hour, plus 12% super)
Key election shift dates	19 October – 23 October 2026 9:00 am – 3:30 pm (scheduled breaks provided)

Role summary

The Young Mayors Program in Mackay is looking for casual staff to support the Mackay Youth Council election in October 2026.

The Election Champions will assist in the smooth execution of the Mackay Young Mayors election, including events and activities in the lead up to the voting period. Under the guidance of the Election Team Leader, this role is focused on creating a welcoming, organised and secure voting experience for all participants, with a strong focus on engaging young people.

Prior experience in supporting elections is **not required**; all training will be provided.

About the Mackay Youth Council Election

Since 2023, young people in Mackay have elected their own Youth Council to represent them and work with the community to create positive change. Run in partnership with Mackay Regional Council, the Youth Council acts as a voice for young people to Mackay Regional Council and is a space to work together, build skills, and make a difference in their community.

In October 2026, the young people of Mackay will once again have the opportunity to participate in voting for their next Youth Council. The election period will run over six days, supported by a well-coordinated election team in Mackay.

About the Young Mayors Program

The Young Mayors program facilitates democratic elections of young people aged 11 to 17 years old to Youth Councils in partnership with local councils. The Program currently operates in three local government areas, with plans to scale-up across the country in future years.

The Young Mayors program is the chance for young people to make an impact on their local community. With training, guidance and money to run local projects and campaigns, Youth Councils don't just have a voice – but a platform to take action. In working with local governments, the Young Mayors Program offers the opportunity to prepare young people for active citizenship, enabling them to contribute to their local communities.

What you'll do

Election bump in and bump out

- Set up and pack down the polling (voting) station
- Assemble voting booths and place event signage
- Audit all resources against the supply list at the start and finish

Voter liaison

- Managing the voting queue to ensure voters don't crowd the space, and sending voters to the Issuing Officers
- Explaining the process to voters, making sure voters have seen the candidate profiles
- Issuing the correct ballot and explaining how to vote including double checking their understanding
- Managing the booths, making sure only 1 person is voting at a time
- Ensuring voters put their ballot in the correct box, stamping *I voted* on wrists, thanking voters for coming

Data Entry & Administration

- Register voters accurately in a Google Sheet tracking template.
- Record specific voter demographic data including age, postcode, and suburb.

Safeguarding & Compliance

- Ensuring all work is carried out in line with Code of Conduct and FYA safeguarding training
- Escalating any concerns, incidents or complaints from young people to the Election Team Leader

Transport Information

Daily morning meeting at Mackay Regional Council; travel to sites via election team cars.

Training

A pre-election induction training session will be held in the week or two before the election. The exact time/date will be confirmed closer to the time factoring in staff availability. Attendance at the training is compulsory and you will be paid for that time.

Who we're looking for***Skills & Attributes***

Warmth: Communicates instructions quickly with genuine care.

Youth Engagement: Comfortable and confident working alongside young people.

Tech Literacy: Proficient in basic data entry and spreadsheet navigation.

Physical Capability: Ability to perform lifting and carrying required for station setup.

Other important considerations

- Must be 18 years of age or older.
- Must hold or be able to attain a Working with Children Check (Blue Card).