

Volunteer Job Description

Position: Bingo Attendant

Location: Work usually takes place at Delta Bingo and Gaming, Penetanguishene

Purpose: To raise funds for Gateway Centre for Learning (GCFL). Attendants:

- Take pride in representing GCFL in public
- Provide outstanding customer service by welcoming them to the bingo hall as they arrive, opening doors, and assisting them with seating
- Point out the washrooms, snack bar, lottery area, ATM machines, promotional calendars, and bingo hall staff as needed
- Deliver food, drinks, and wastepaper bins to players
- Dust terminals and flat surfaces, remove garbage, and collect recycling
- Circulate through the hall constantly to ensure tables and floors remain clean
- Always arrive 15 minutes before each shift wearing black pants, close-toed shoes, a Gateway shirt and name tag
- Follow Bing Hall's policies and procedures

Qualifications: As per the Bingo Hall's policies and procedures, only those already volunteering at Gateway in other capacities may also serve as a Bingo Attendant.

- Punctual, dependable, and has reliable transportation
- Strong interpersonal and customer service skills
- Able to work with minimal supervision, while being part of a team

Commitment: one two- hour shift each month

Usually weekday afternoons or evenings, with occasional weekends

Training: Training, Gateway name tag, and GCFL shirt provided

Other: This position works under the general supervision of the Bingo Coordinator
For more information contact Karen Wheeler, Bingo Coordinator
(bingo@gatewaycentreforlearning.ca)