

SCHEDULE A

BINGO VOLUNTEER

POSITION DESCRIPTION

(January 2023)

Position Overview:

The Bingo Volunteer is responsible for representing the Boys and Girls Club of Niagara through a customer service role during Delta Bingo charity sessions. The position works with the assigned location General Manager.

Requirements:

The Bingo Volunteer must:

- be over the age of 18
- complete and sign all required documentation (i.e. volunteer application form, confidentiality agreement, code of ethics and conduct, etc.)
- complete online training session from CGAO and online AODA information session

Duties and Responsibilities:

- Return empty trays to concession area
- Greet and hold doors open for bingo hall patrons
- Clear and recycle paper from Taptix (slot machines)
- Assist with handing out promotional material as needed
- Follow the rules for volunteers, including adhering to the uniform policy and being on time for each shift
- Sign in the log book for each attended session
- Ability to stand/walk/wheel for 2.5 hours

Bingo Volunteer Name

Signature

Date

General Manager Name

Signature

Date