

DIRECTOR GAMING – JOB DESCRIPTION

Overview

The Director of Gaming is responsible for managing bingos and casinos the club receives. The director is also responsible for liaising with the managers of Caesar's Bingo WEM and the corresponding Casino. The club receives dates and times of bingos for the upcoming year in February and run to February of the following year. The club provides the required number of volunteers to work in exchange for funds which are used for running the facilities. We have the option to request more bingos or cancel if we are unable to provide the minimum amount of workers. If canceling please notify the manager of Caesar's couple days in advance to give them time to fill our spot.

Monthly Duties

- Confirm volunteers for each bingo via phone, email, and/or social media.
- Ensure each Bingo has the correct amount of volunteers required
- Request a cheque from our Treasurer to be provided at each Bingo for volunteer's lunch/dinner
- Collect paperwork from each Bingo to keep track of players who have worked their scheduled bingo

Annual Duties

- Advertise bingo dates to the existing senior players and parents as soon as they become available
- Provide bingo sign-up sheets for registration time
- Schedule remaining players who have not provided a volunteer date
- Create master schedule for all bingos for the upcoming year. Dates are received in early January and run from February to February of the following year.
- Provide a year-end report for AGM

Important Contacts

Caesar's Bingo - Dana Brower - 780-444-3456 - wemba@telus.net

Casino Rep – Patricia Beteta – 780-975-0869 – patriciabeteta@hotmail.com