



KETEGAUNSEEBEE IS HIRING



In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.

2 PART TIME

Position: Bingo Coordinator
Starting Range:
Location: 20 Syrette Lake Road, Bingo Enterprises
Report to: Gaming Floor Supervisor

POSITION SUMMARY

The Bingo Coordinator is responsible for ensuring that all gaming activities and functions in the bingo facility are accurately and efficiently carried out, in accordance with the rules and regulations of the Garden River Bingo Enterprise Operating Manual. The Bingo Coordinator is directly responsible and reports to the Gaming Floor Supervisor. He/She will supervise the bingo staff – Gaming Service Representatives, Cashiers and Cooks.

DUTIES

- Manages, plans, supervises, and conducts bingo sessions both in hall and online on a daily basis while safekeeping all paper supplies issued.
- Organizes and oversees the bingo start-up and ensures that staff requirements are met
- Ensuring that all bingo equipment is maintained and ready for both in hall and online, securing facility and set alarm
- Selling bingo cards and receiving and registering cash and digital sales each session both in hall and online
- Completing daily inventory paper process including counting, issuing, recording and returning all paper and digital sales
- Reconciling sales session both in hall and online by verifying float, cash slips, and printing cash register sales and digital sales and delivering and safeguarding all cash, receipts, and sales reports to Finance at the end of each session.
- Supervising cash and digital transactions and delegating tasks to bingo staff as required
- Maintaining a clean, safe and friendly working environment for personnel and customers
- Answering telephone to give or obtain bingo information to players, suppliers or contractors
- Monitoring, observing and reporting the operational results of each bingo sessions
- Training, evaluating, disciplining and supervising Gaming Service Representatives in accordance with the GRFN Bingo enterprises policies and procedures and directing the Gaming Service Representative to make approved announcements as required and advise the Gaming Floor Supervisor on contentious issues, personnel or other matters
- Designing, printing and distributing bingo forms and post gaming rules and regulations in the main bingo area(s)
- Assisting in developing and monitoring operational policies and procedures to ensure the integrity of all games and systems
- Coordinating and promoting customer premium programs including special prizes and events
- Planning, recommending and implementing changes to enhance the bingo operation and profitability
- Attending meetings as required
- Perform other relevant duties as needed within the organization

QUALIFICATIONS

- Must be willing to work shift work/flexible hours weekends and evenings
- Minimum three (3) years supervisory work experience and or an ability to work well in a team environment and lead employees
- A thorough understanding of internal controls and bingo floor balancing procedures
- Ability to handle cash accurately and thoroughly
- Ability to operate register, POS system. A working knowledge of computers is essential
- Must be able to lift 20-40LBS
- Must have pleasant, courteous and professional personality to deliver quality customer service
- Must undergo a criminal record check prior to employment **(At Applicant Expense)**

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **May 9, 2024, at 4:30pm.** Please address the envelope and/or email "**2024-18**" and submit to:

Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE.

Date Posted: April 25, 2024

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

