



Inspiration. Empowerment. Action.

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Job Description Volunteer Bingo Coordinator

Roots Community Services Inc. (RootsCS) is a multi-service charitable organization that provides culturally-relevant programs and services to inspire individuals, primarily from the Black, African and Caribbean (BAC) communities in the Peel and Halton Regions. Our goal is to make positive changes in their lives and within their communities. Our aim is to assist our clients by providing pathways for them to achieve their full potential and assist them in finding solutions to improve their health, well-being and quality of life, and to heal from the trauma that inhibits their livelihood.

Summary of Position

As a non-profit organization, fund-raising is an integral part of our strategic priorities to maintain financial stability, Bingo is one way we achieve this. Volunteers are integral to the success of our organization. We would be unable to provide the services and support our members and communities rely on without the valuable input of volunteers. Our volunteers assist us with selling Bingo cards to patrons.

Shift details: Every Tuesday 11:00 - 3:30 pm

Compensation: Honorarium of \$30 each session

Major Responsibilities and duties

- Sales of Bingo cards to customers
- Provide the customers with the correct change and receipt
- Check the float at the beginning of the shift
- Cash out and balance float at the end of shift
- Return unsold cards and totals to the Bingo Coordinator for return to inventory
- General observance of any COVID-19 health/safety requirements at Bingo Country, for the protection of patrons, volunteers, and staff

- Follow all RootsCS and Bingo County policies and procedures
- Maintain an accurate cash drawer

Qualifications

- Simple math and money counting skills
- Excellent customer service, communication (verbal and written) and time management skills
- Experience and knowledge working with a diverse group of people
- Excellent decision-making ability and problem solving
- Experience working within a cultural, anti-racism, anti-oppression framework.
- Embrace diversity and inclusion.
- Enthusiastic, empathetic, professional with a positive attitude.
- Ability to work independently
- Provide a recent Police Check

For more information please contact njideka@rootscs.org or 905-455-8746 ext 128