

CHATHAM KENT WOMEN'S CENTRE INC.

BINGO - VOLUNTEER JOB DESCRIPTION

JOB SUMMARY:

The role of a Bingo volunteer is to promote the Chatham Kent Women's Centre at Riverside Bingo. Bingo Volunteers must also be able to answer general questions about CKWC when asked by the bingo patrons. The volunteer must also provide excellent customer service to the bingo patrons as well.

QUALIFICATIONS:

Successfully complete all required training including required shadow shifts.
Be informed about the Chatham Kent Women's Centre.

DRESS CODE:

White Collared Shirt with CKWC Lanyard. Dark pants or skirts.

ACCOUNTABILITY - Reports directly to the Volunteer Coordinator, working cooperatively with agency team members at Riverview Bingo.

PRIMARY DUTIES AND RESPONSIBILITIES

- Ensuring safety standards are being followed
- Maintaining a respectful, kind and non-judgmental view when dealing with clients
- All volunteers must remain in accordance with the Confidentiality Agreement
- Must undergo training at the Riverview Bingo Hall

