



Main Office:
20 N. Lake Street, Suite 103
Forest Lake, MN 55025
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www.LC4YF.org

Job Title: Bingo Assistant Level I & II

Location: Chisago City

Reports To: Bingo Lead and/or the Gambling Manager and Assistant Executive Director

FLSA Status: Non-Exempt, part-time

Date Prepared: 4/18/2022

POSITION SUMMARY

This position is responsible for conducting Bingo and Paddlewheels within the guidelines of lawful gambling in the state of Minnesota. The primary location is in Chisago City.

Bingo/Paddlewheel (meat raffles) will be conducted weekly on Tuesday evenings. Staff will be required to get to the location as early as 5:30pm and work until approximately 9pm.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Cash handling; selling Bingo sheets and packets; selling Ticket Raffles
- Using microphone to call Bingo
- Setting up Bingo and/or Ticket Raffles
- Closing Bingo and/or Ticket Raffles- inventory, counting cash, etc

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions, unless they constitute an undue hardship.

- Excellent customer service and interpersonal skills
- Ability to work independently; attention to detail; organization and time management skills
- Excellent oral and written communication skills
- An active driver's license, reliable transportation, and active vehicle insurance
- Passing a national criminal background check

EDUCATION and/or EXPERIENCE

- High school diploma or equivalent
- Must be at least 18 years old of age

LANGUAGE SKILLS

This individual must have the ability to read and interpret documents in English to write routine reports and correspondence, and to speak effectively with volunteers, clients, donors, parents/guardians, school staff and employees of LC4YF.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and create and/or interpret spreadsheets and graphs.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

This position may involve in-office work and include long periods of sitting. While performing the duties of this job, this individual is also frequently required: to stand, talk and hear, use hands and fingers, handle, or operate objects, tools, or controls, and to reach with hands and arms. Some local travel will be required. This individual is also required to interact with a computer, and communicate with peers, co-workers, clients, family members/guardians and school staff.

This individual must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Extended computer viewing and keyboarding required.

This is a part-time position. Evening work is required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moderate noise.

This job description may not list all the duties of the job. The individual performing this job may be asked to perform other duties. This position will reviewed and may end or be continued as determined by the Executive Director.

LC4YF has the right to revise this job description at any time. The job description does not constitute an employment agreement between LC4YF and employee and is subject to change by LC4YF as the needs of LC4YF and requirements of the job change. Either the individual or LC4YF may terminate employment at any time, for any reason.

BENEFITS

The schedule is flexible, most employees can expect to get 2-3 shifts per month. Please inform us if you would like more or less shifts.

Rate of Pay:

*Bingo Assistants Level I: \$65/shift (0-2 years experience)

*Bingo Assistant Level II: \$75/shift (2+ years experience)

*Plus \$5/tray sold for Paddlewheel when scheduled.