



LITTLE CHILD COMMUNITY DEVELOPMENT INC

**We are seeking a motivated and enthusiastic team player to
deliver services in a gaming venue**

Position:	Casual Bingo Clerk
Classification:	Permanent Part-time

The Bingo Clerk shall report to the Community Development Officer with overall accountability to the Board of Directors of Little Child Community Development Inc (the Board). This individual will be responsible for the coordination and management of operations of gaming activities. This would include the management of bingo and breakopen activities and inventory controls by ensuring the efficient operation of weekly gaming activities as well as ensuring compliance with internal controls as per policy and procedures as established by the Board;

Qualifications & Knowledge:

- ❖ Minimum Grade 12 Education with knowledge in the gaming and sponsorship field and/or
- ❖ Two (2) years in a related field of working with the public;
- ❖ Sound knowledge of computer operating systems and software programs;
- ❖ Experience with cash controls and cash operations
- ❖ Experience in loss prevention would be a definite asset;
- ❖ Ability to obtain Indian Gaming Regulatory licensing (tags)
- ❖ Strong organizational skills with excellent time management practices;
- ❖ Excellent interpersonal, communication and listening skills;
- ❖ Knowledge of inventory control systems and cash registers;
- ❖ Knowledge and/or marketing skills would be a definite asset;
- ❖ Ability to manage people and conflict in a variety of situations;
- ❖ Current Criminal Records Check

Please submit applications by June 3, 2019 @ 4:00 pm via Fax or Email

To: Little Child Community Development Board
PO Box 100
COWESSESS, SK S0G 5L0
Fax: 306.696.2767 Email: littlechild.cdb@cowessessfn.com

Please mark "Personal & Confidential"

Only those granted an interview will be contacted