

## MATCHING YOUR VOLUNTEER TO THE JOB

### GENERAL MANAGER - need 1 per shift

1. Responsible for total operation of casino; including gaming floor, security, cashiers cage, and count room.
2. Ensures a sufficient number of volunteers for each day.
3. General Manager or Alternate must be in casino at all times.
4. Ensures signed cheques are available to pay expenses on evening of second day.
5. Controls drop box keys.
6. Substitutes in volunteer positions on their breaks and in unavoidable staffing emergencies.  
(General Manager/Alternate not expected to fill staff positions under normal circumstances.)
7. Should review Casino Terms and Conditions booklet before casino.

### BANKER - need 1 per shift

1. Controls Cashiers Cage floats of chips and cash.
2. Assisted by Financial Control Supervisor/Cashiers Cage Advisor.
3. Busy only during opening, volunteer shift changes, and closing of casino.
4. Makes up vouchers for cash/chip transfers and keeps ledger for chips and for cash.
5. Mathematical skills helpful.

### CASHIER - need 2 per shift

1. Cashes in chips for players and makes change.
2. Cashier has own float - does not share cash/chip float with anybody.
3. This position is quite challenging, and requires concentration and accuracy.
4. This position not recommended for colour-blind volunteers.
5. Good manual dexterity is helpful.

### CHIP RUNNER - need 2 per shift

1. Courier (runner) for chip orders (requests) from casino games.
2. Volunteer must be prepared to move around.
3. Position is usually busy at opening and closing.
4. Volunteer must be able to carry up to five pounds (2 kilograms) of chips.

### COUNT ROOM SUPERVISOR - need 1 per night

1. Works with Financial Control Supervisor/Count Room Advisor in recording cash counts and game wins and losses.
2. Administrative skills useful, good math (number) skills are very helpful.
3. Not required to handle cash.

### COUNT ROOM STAFF - need 5 per night

1. Sorts, counts. Verifies and amalgamates cash from drop boxes from games.
2. At least one volunteer should have cash handling skills.
3. Volunteers should be good working with their hands.