

Job Title	Assistant Charitable Gambling Manager
Reports To	Charitable Gambling, Manager, CRYHA Board

Job Purpose

Assist in the management of the Coon Rapids Youth Hockey Association (CRYHA) Charitable Gambling Operation as mandated by the MN Gambling Control Board.

Duties and Responsibilities

Primary job duties and responsibilities include:

- Deposit cash proceeds for all gambling occasions at each site within 4 business days. Ensure proper change is available to gambling staff at each site. After each bingo occasion for each site, make sure proper change is in the Bingo reserve bag.
- Manage CRYHA Annual Calendar Raffle.
- Storage site
 - Monitor capacity at offsite storage units. Coordinate with outside vendor for destruction of items which are older than 3 ½ years.
 - Assist Auditors communicating placement of incoming boxes.
 - Keep Gambling Manager updated with capacity and issues.
- Work pull tab shifts for staff when absent.
- Ensure Scoops Meat Raffle is staffed when volunteer unable complete. Responsible for training new individuals. Complete meat raffle if necessary.
- Open Bar Operations sites before open for daily business. Includes but is not limited to weighing and changing pull tab games.
- Bar Operations sites replace sold out games upon Bar Staff request.
- Works closely with Gambling Manager making suggestions and process changes.
- Attend CRYHA Board Meetings. Report Gambling information in absence of Gambling Manager.
- All tasks apparent or assigned.

Qualifications

Preferred qualifications include:

- Working knowledge of charitable gambling operations
- Experience with handling currency and balancing transactions.
- Strong administration and organizational skills
- Strong relationship skills
- Drivers License and reliable vehicle to bring cash deposits to CRYHA bank.
- Experience as Pull-tab seller

To be approved by:	CRYHA President
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