



## **Bingo Coordinator**

The role of the Bingo Coordinator is as follow:

- Maintain a list of registered bingo participants (facilitated through the PSMHA SportsEngine platform)
- Communicate upcoming bingo dates (typically 2-3 per month)
- Communicate with the Bingo Hall and Saskatchewan Liquor and Gaming Association (SLGA) as needed to obtain licenses and meet the hall needs
- Assign the necessary workers in the applicable roles and maintain the bingo sign up sheets (typically 2-3 per month)
- Work with the PSMHA Board of Directors to create/maintain the Bingo policies
- Maintain a record of number of bingos worked per family and communicate the total credits earned at the end of the bingo year
- Assist in facilitating bingo credit payments
- Maintain a record of payment credits from the bingo hall and applicable SLGA Grants