



JOB ANNOUNCEMENT

POSITION TITLE: Gaming Coordinator

POSITION STATUS: Part-time (Permanent), 4 hrs. daily, M-F

HOURLY WAGES: \$20/hr.

POST DATE: January 17, 2022

CLOSE DATE: Open Until Filled

Qualifications:

- Must be at least 21 years old
- Must be eligible for State of Alaska Gaming License
- Must have a Valid Driver's License
- Gaming Experience Preferred (will train if needed)

Responsibilities

- Record all Bingo and Pull-tab Reconciliations
- Maintain all files and records for GOC
- Record Inventory
- Prepare information for quarterly and annual reports
- Prepare Bingo and Pull-tab supply orders
- Inventory Count monthly
- Fill pull-tab jars as needed
- Program cash registers
- Make and post bingo signs
- Prepare Bingo and Pull-tab schedules
- Knowledge of State of Alaska Gaming Regulations
- Maintain confidentiality in regard to client, entire office staff, and any program matters.
- Will abide by ATC's Personnel Policies & Procedures Manual.
- Ability to work effectively work with the public in a positive and cheerful manner.
- Ability to supervise all gaming employees
- All other duties assigned by Tribal Administrator

Please stop by the ATC Office for an application or call for any questions, 907-497-2648