

## **Volunteer Worker Job Descriptions**

Cash Cage/Countroom Advisor trains all volunteers in each position. 13 volunteers are required per day for Red Deer and Camrose Casinos. **Edmonton and Calgary Casinos require 18 volunteers per day. All positions are fixed and CANNOT be switched . Please inform all volunteers of their schedules and that the casino does not open without them. There is no gambling or drinking allowed by volunteers for the two days of your organizations casino.**

### **General Manager:**

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 or Alternate Manager 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.

### **Banker**

1. Controls Cashiers Cage floats of chips and cash.
2. Busy only during opening, volunteer shift changes and closing of casino.
3. Makes float for cashier and keeps ledger for chips and cash.
4. Assisted by Cash Cage Advisor.

### **Cashier**

1. Cashes in chips for players.
2. Cashier has own float.
3. Comfortable with cash recommended.

### **Chip runner**

1. Runner for chip orders to casino games.
2. Verifies all chips on casino games with pit bosses.
3. Position is busy at opening and closing.

### **Countroom Supervisor**

1. Operates computer in Countroom.
2. Organizes count staff in the counting of the money.
3. Watches and enters cash count in computer.

### **Countroom Staff**

1. Sorts, counts, verifies and amalgamates cash.