



Vanguard Music and Performing Arts' Bingo is our organization's flagship fundraiser, proving a significant portion of our operating revenues and financial support for our performing ensembles. In order to keep Bingo sessions running smoothly and operating successfully, we need the help of dedicated individuals to run it.

Job Role: Bingo Session Manager
Job Type: Part-Time
Job Status: Non-Exempt/Hourly

Who We Are Looking For

We are looking for an enthusiastic Session Manager to join our team! The Session Manager/main banker is responsible for the overall success and smooth operation of bingo sessions and the security of all assets (inventory and cash).

What You'll Be Doing

- Direct supervision of all other bingo staff
- In-direct supervision of the Flash/Strip clerks and assist Inventory Controller
- Promote positive guest relations by interacting with all guests in a professional and courteous manner
- Ensure that players follow proper conduct in the bingo area
- May assist players in learning the fundamentals of bingo.
- Maintain a working knowledge of all options available and communicate those options to guests as needed
- Responsible for conducting Bingo games in a professional, courteous and timely manner
- Prepare all equipment needed
- Verifies session starting main bank
- Prepares POS and Paymaster balancing reports
- Reviews and reports session over/shortages
- Balance and prepare end of session bank cash deposits, and verify amounts
- Assists the On-site operations manager and Inventory controller with ordering, stocking and distribution/returns of bingo Strip/Flash/paper inventory.
- Serve as main point of contact for guest's relations

What Would You Will Need

- High School diploma; or equivalent
- 5 years of general work experience; 6 months bingo or pull-tab experience is a plus
- Two (2) years of supervisory experience is required
- One (1) year of gaming is highly preferred
- Must have experience with cash handling
- Good communication and people skills
- Highly customer Service oriented
- Must have thorough knowledge and principals and procedures of the games under supervision
- Great problem-solving skills
- Must have the ability to perform above average math skills
- Must pass background check
- Must be willing to work during weekends with varied shifts including holidays
- Computer skills with Microsoft Office (Word and Excel)
- Must have effective organizational and communication skills with ability to prepare reports.

Vanguard Music and Performing Arts is an Equal Opportunity Employer. VMAPA does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, nation origin, veteran status or any other basis covered by federal, state or local law. All employment is decided on the basis of qualifications, merit and business need.