

**BINGO  
VOLUNTEER POSITION DESCRIPTION**

Canadian Mental Health Association  
Windsor-Essex County Branch

**Title:** Bingo Volunteer  
**Reports to:** Fund Development Officer / Director, Communications & Mental Health Promotion  
**Unit:** Advancement  
**Revised:** 8 April 2016

*CMHA-WECEB is a leader provider and advocate of community mental health services.  
We achieve this through treatment, collaboration, education and community engagement.*

**POSITION SUMMARY:**

Volunteers will greet clients upon entry into the bingo hall. Volunteers will be on hand to represent the agency and to answer any questions guests might have.

**DUTIES & RESPONSIBILITIES:**

- Welcome and greet visitors
- Answer any visitors questions
- Pick up bingo cards and throw them away and other light tidying

**PERSONAL QUALITIES:**

Volunteers should exhibit characteristics of pleasantness, kindness and maturity. Good communication skills are necessary. Volunteers must be friendly and approachable.

**QUALIFICATIONS & REQUIREMENTS:**

- Minimum age of 18
- Willing to:
  - ◆ Participate in a selection interview
  - ◆ Participate in online Volunteer Orientation
  - ◆ Provide the names of three credible references
  - ◆ Attend a bingo training session
  - ◆ Event Volunteer Agreement
  - ◆ Submit to and provide a satisfactory police clearance

**REPORTS TO:**

Fund Development Officer / Director, Communications & Mental Health Promotion

**TIME COMMITMENT:**

- A commitment of at least 6 months

**ORIENTATION & TRAINING:**

- CMHA online Orientation or Event Volunteer Agreement
- Attend bingo training provided by the bingo hall

**BENEFITS TO VOLUNTEER:**

- Personal growth and satisfaction
- Participation in a unique community agency setting
- Helping the agency enhance guest services
- Opportunity to provide support and encouragement

**REMUNERATION:**

- All expense reimbursements must be approved by the Advancement Director

**APPROVED BY THE DIRECTOR, COMMUNICATIONS & MENTAL HEALTH PROMOTION:**  
**Kim Willis**

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Signature

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Date