

# Make a Difference as a Bingo Hall Volunteer!

## Summary

The **Child Witness Centre** is seeking friendly and dedicated volunteers to support **BINGO events at the KW Gaming Centre** (501 Krug Street, Unit 101). By volunteering for just **one Thursday evening shift per month from 8:10 p.m. to between 11:00 p.m. and midnight**, you'll play a vital role in helping the Child Witness Centre receive a portion of the event's proceeds.

These funds directly support children and youth who have been victims of crime, providing them with guidance, comfort, and resources as they navigate the justice system. Your contribution will help fund essential programs that reduce social isolation, improve mental wellbeing, and empower young people to begin healing and build stronger futures. This is a meaningful opportunity to use your customer service or retail experience for a great cause — or to develop new skills in a supportive environment.

## Volunteer Duties

Volunteers will:

- Complete one 4-hour shift each month, scheduled by the Child Witness Centre's BINGO Coordinator/Lead.
- Complete training alongside other dedicated volunteers.
- Greet and welcome guests into the facility.
- Count game inventory at the beginning and end of their shift.
- Count and verify a cash float at each shift.
- Sell BINGO cards, tickets, and gaming cards to incoming patrons, ensuring correct change is provided.
- Tidy up BINGO pages between rounds.
- Wipe down tables to ensure a clean, welcoming atmosphere.
- Payout BINGO prizes promptly and correctly.
- Support staff and other volunteers as needed throughout your shift.
- Complete forms and deposits at the end of each shift.
- Support staff and other volunteers throughout the shift.
- Assist with additional tasks as requested.

## The perfect volunteer for this role will be:

- **Reliable and Punctual:** Dependable in attending scheduled shifts, arriving 10 minutes early, and providing notice if unable to attend.

- **Friendly and Supportive:** Outgoing, helpful, and committed to delivering excellent customer service while creating a welcoming environment.
- **A Team Player:** Willing to work collaboratively with fellow volunteers and support one another during shifts.
- **A Good Communicator:** Comfortable speaking and writing in English to connect effectively with organizers, patrons, and fellow volunteers.
- **Capable and Proactive:** Comfortable moving throughout the hall to support tasks like tidying, answering questions, and ensuring the space remains organized.
- **Willing to Learn:** Open to participating in training and a shadowing shift to build confidence in the role.
- **Trustworthy and Detail-Oriented:** Comfortable handling cash accurately, managing inventory, and following proper procedures to ensure all transactions are correct — or willing to learn these skills.
- **Committed and Available:** Able to commit to one shift per month for six months.
- **18 or Older:** Required due to venue regulations.

### **Schedule and Commitment**

- Volunteers are asked to commit to one Thursday evening shift per month from **8:10 p.m. to between 11:00 p.m. and midnight** for a minimum of six months.
- Once trained and experienced, volunteers are encouraged to sign up for backup shifts to help ensure full coverage when needed.

*If this opportunity is of interest to you but you are unable to commit to the current shift, we encourage you to fill out our questionnaire and ask to be placed on a waitlist for a future shift change.*

### **Benefits of Volunteering**

By volunteering, you will:

- Contribute to a meaningful cause by supporting vulnerable children in your community.
- Gain valuable customer service, cash handling, and teamwork experience.
- Be part of a welcoming volunteer community.

- Receive a reference letter from the Fund Development Committee after three months of active volunteering.
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## **Ready to Get Involved?**

If you're interested or have questions, please fill out our [volunteer form](#). We will also require you to submit your resume, two references, and a current Criminal Record Check. We look forward to welcoming you to our volunteer team!

If this opportunity is of interest to you, but cannot commit to the current shift, we invite you to fill out our questionnaire and ask to be placed on a waitlist for a future shift change.

Questions: Contact Sheila Bauman, Development Coordinator, at [sheila.bauman@childwitness.com](mailto:sheila.bauman@childwitness.com).