

## **Bereaved Families of Ontario – Kingston Region – Bingo Volunteer**

The Bingo Volunteer represents BFO Kingston Region as public relations ambassador at fundraising Bingo's held once per month at Treasure Chest Bingo Facility, 1600 Bath Road, Kingston.

Treasure Chest member organizations' representatives must undergo mandatory training by Treasure Chest and follow a dress code: Dark pants (no jeans), comfortable and supportive shoes (no high heels or flip-flops), BFO vest. Sleeveless tops and tank tops are not permitted. Hats are not permitted.

### **Primary Responsibilities:**

Provides information to Treasure Chest Bingo customers and staff about BFO Kingston Region's programs, services and resources

### **Qualifications:**

- Excellent communication skills: listening; speaking; reading and exhibiting body language
- Knowledge of BFO Kingston's programs, services and resources

### **Time Commitment:**

- approximately two - four hours once per month

### **Benefits:**

- Opportunity for casual interaction with customers, staff and volunteers
- Nominal time commitment
- Work-related experience for resume
- Written reference if applicable

### **Orientation and Training:**

- Mandatory training by Treasure Chest prior to being allowed to work a Bingo night
- Review of job description and BFO Kingston Region Volunteers' Manual
- Review and completion of Confidentiality Agreement and Agreement Form annually

### **Challenges of the Position:**

- Standing for long periods

### **Boundaries of the Position:**

#### **Bingo Volunteers should:**

- Be open to the comments and opinions of the visitors, even if the volunteer does not share those same views

#### **Bingo Volunteers should not:**

- Counsel or advise clients, even if they are counsellors professionally. This is beyond the scope of the "peer support" model.

### **Supervision:**

BFO Kingston Region Bingo Coordinator, or a senior volunteer will be on hand at Treasure Chest Bingo facility. For matters pertaining to BFO Kingston Region the first point of contact for all volunteers is the BFO Office.

### **Evaluation:**

There is no formal evaluation process; however volunteers are encouraged to solicit feedback regarding their performance from their peers and the BFO Office at any time.

### **Screening Measures:**

- Provision of resume and cover letter describing skills, experience and interests with regard to volunteering with BFO – Kingston Region
- Personal interview
- Reference checks