

Essential Skills Summary – BINGO VOLUNTEER COORDINATOR

The most important Essential Skills for Bingo Volunteer Coordinators are:
Oral Communication, Numeracy, Computer Use

Bingo Volunteer Coordinators are responsible for the co-ordination, training, accounting and control of the volunteers during the Bingo events assigned to volunteer groups.

Typical Level & Most Complex	How Bingo Volunteer Coordinators use Essential Skills
A. READING TEXT	
1-2	Bingo Volunteer Coordinators read memos from supervisors posted at sign-in. They read and refer to bingo price lists, letters and procedures manuals.
B. USE OF DOCUMENTS	
1-2	Bingo Volunteer Coordinators prepare floats, paper product slips, keep worksheets to track volunteers' cash return and product return.; maintain a Master Worksheet; organize stock and record inventory.
C. WRITING	
1-2	Bingo Volunteer Coordinators record numerical information accurately; write session comments for the report on the volunteer groups.
D. NUMERACY	
1-2	Bingo Volunteer Coordinators manage floats, check reconciliation and track variance. They estimate product needs.
E. ORAL COMMUNICATION	
1-2 3	Bingo Volunteer Coordinators brief volunteers about duties and procedures following a set speech of about 15 minutes. They answer questions, verify understanding; enforce rules when necessary. They deal with any and all customer concerns; co-operate with co-workers.
F. THINKING SKILLS	
1-2	Bingo Volunteer Coordinators inform supervisor and fill in when volunteer group does not show up; deal with volunteers who behave inappropriately; do tracking manually when computer goes down. Set up and take down area.
G. WORKING WITH OTHERS	
	Bingo Volunteer Coordinators are constantly working with the volunteers as they deal with the sale of paper bingo cards.
H. COMPUTER USE	
1-2	Bingo Volunteer Coordinators use word processing to write draft reports or e-mails. Enter and calculate numerical information.
I. CONTINUOUS LEARNING	
	Bingo Volunteer Coordinators learn from co-workers and from on the job training.
J. OTHER INFORMATION	
	Bingo Volunteer Coordinators need manual dexterity, do some lifting.