|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Gambling Manager | Job Category: | Management |
| Department/Group: | Becker Big Lake Ice Association | Job Code/ Req#: | NA |
| Location: | Becker and Big Lake | Travel Required: | Local Travel  |
| Level/Salary Range: | $18,000- $24,000 Yearly | Position Type: | Part Time |
| HR Contact: | Melissa Clausen  | Date Posted: | 3/1/2023 |
| Will Train Applicant(s): | Yes | Posting Expires: | 3/31/2023 |

|  |  |
| --- | --- |
| External Posting URL: |  |
| Internal Posting URL: |  |

|  |
| --- |
| Applications Accepted By: |

|  |  |
| --- | --- |
| EMAIL VICEPRESIDENT@BBLIA.ORG ; PRESIDENT@BBLIA.ORG Subject Line: Gambling Manager Job Application | Mail: P.O. Box 832 Big Lake MN 55309 |

|  |
| --- |
| Job Description |
| Role and ResponsibilitiesSupervising, hiring, firing, and conducting employee reviewsRespond to customer inquiries and resolve any issues in a professional and timely mannerReviewing and monitoring the conduct of games to the Benefit of the BBLIAMaking bank deposits when requiredEnsuring that all inventory records have been reconciled each monthAssuring that the organization is in full compliance with all statutes and rules related to Minnesota LawsPrepare monthly financial reportsAttend a majority of the BBLIA board meetings to answer any Board of Director or BBLIA members questions Qualifications and Education RequirementsBe fully licensed by the Minnesota Gambling Control Board(must be able to attain license within 90 days)Be bondable(10,000 bond provided by the board)Able to attend Gambling Manager Seminar and passed the written test(online course, next availability)Attend a continuing education class every calendar yearMust live in the Becker or Big Lake Communities (or nearby towns)Preferred SkillsCGME POS systemStrong Leadership, organizational, and communication skillsFinancial literacyAdditional NotesMust be able to manage and visit multiple locationsVariable work hours including nights and weekends |

|  |  |  |  |
| --- | --- | --- | --- |
| Reviewed By: | Chris Nesheim | Date: | 3/1/2023 |
| Approved By: |  | Date: | Date |