

## **Bingo Volunteer Support (in person)**

Autism Ontario is guided by a volunteer board of directors, composed of parents, people on the spectrum, and respected professionals, who provide governance, expertise, and guidance to the organization on a volunteer basis.

Our volunteers are the foundation of our success, and we are grateful to each person who commits their time, talent and treasure to advancing our mission and vision.

There are many opportunities to volunteer with Autism Ontario. Whether you are looking for something casual or something more committed, there is a volunteer role suited to you.

Please note – All volunteers are required to submit a **vulnerable sector check**. Details will be sent following application.

**Volunteer Reports to:**            **Regional Program Coordinator**  
   **Regional Fund Coordinator**

**Summary:** As an important source of funding, Autism Ontario is responsible for supporting Charitable Gaming programs across the province with dedicated volunteers. Volunteers act as ambassadors of our mission and vision, greet attendees, interact with participants, and help ensure a smooth delivery of the Bingo experience. Bingo volunteers commit to pre-scheduled shifts. These shifts must be covered in accordance with the commitment Autism Ontario makes to each independent Bingo Hall. If Autism Ontario cannot fulfil these volunteer placements and/or if volunteers disregard their commitment it puts the organization at risk of losing funding from this important revenue stream. Bingo volunteers should be mindful of this when signing off on their commitment.

### **Essential Duties and Responsibilities may include:**

- Greet Bingo participants
- Support the set up and tear down of the bingo hall before and after the program
- Support delivery of food where food service is available
- Help with keeping the facility clean during the Bingo program
- Other duties as specified by the Bingo Hall organizers

### **Requirements**

- Must present a professional decorum and a friendly manner
- Must be 18 years of age
- Must be dependable and punctual

- Be courteous and personable when dealing with the public
- Be self-directed, willing to take initiative, and detail-oriented
- Must wear approved uniform during volunteer placement (Autism Ontario branded shirts will be provided), dark pants and closed toe shoes or boots should be worn).
- Respect and maintain confidentiality of Autism Ontario volunteers, partners, and donors
- Computer skills are desired, but not necessary

## **COVID 19 Policy Statements** (excerpt from Volunteer Policy and Procedures document)

Effective *September 23, 2021*, all employees, contractors, and volunteers must provide proof one of the following:

1. **Full vaccination against COVID-19** (After vaccination, individuals with an Ontario photo health card can log in to the provincial portal to download or print an electronic COVID19 vaccine receipt (PDF) for each dose received.)\*

2. **A medical reason for not being vaccinated against COVID-19** – this must be substantiated by adequate medical evidence (Written proof of a documented medical reason for not being fully vaccinated against COVID-19 must be provided by a physician. The note from the physician must specify the effective time-period for the medical reason. If time-limited, the note should indicate how long it is expected to last.)

**An individual's ability to volunteer in-person with Autism Ontario will be contingent upon providing proof of one of the above.**

**If not vaccinated, a COVID-19 antigen test must be taken, and a negative result presented within 72 hours of any Autism Ontario in-person event or meeting.**

### **Training & Supervision**

- Fulfilment of a vulnerable sector check
- Reviews and signs off on Autism Ontario **Volunteer Policy and Procedures**
- Review ***What is ASD*** webinar (**ask SME's about other webinar resources**)
- Attends annual volunteer orientation training
- Bingo orientation includes volunteering under the direction and support of a current volunteer ahead of taking on a placement independently. Volunteers must also go through mandatory training through <https://www.charitablegaming.com/volunteer-training>



**Training and supervision conducted by:** [identified staff person] or designated trainer

### **Evaluation**

As an organization that values our volunteers, we recognize that open dialogue and feedback are critical to ensure the successful placement of all volunteers. All volunteers will be given the opportunity to complete a **60-day evaluation** of their placement to provide and request feedback.

### **Time Commitment**

i.e.     two hours per week  
          six hours per month

### **Benefits**

- Knowledge that you are making a difference in the lives of the individuals and families Autism Ontario is privileged to serve
- Customer Service in your community to add to your resume
- Opportunity to work with a dedicated group of professionals committed to creating an inclusive Ontario for autism

**We can't do it without you! Thank you for being part of our team.**