



Alberta Gaming, Liquor and Cannabis Commission (AGLC) Position Description

Overview

A member of the RDMSC Fundraising Committee, the AGLC Coordinator is responsible for undertaking all activity related to raffles, Rafflebox online, bingos, casinos, including scheduling, developing and tracking member commitments and sharing relevant updates with the Fundraising Director.

Responsibilities

- Prepare regular status updates for Fundraising Director to share with the RDMSC Board of Directors
- Liaise with Red Deer bingo facilities to schedule bingos that do not conflict with swim meet schedules
- Develop and maintain bingo/casino online Sign Ups
- Track member bingo/casino commitments and follow up as needed to ensure commitments are fulfilled
- Work with Communications Director to ensure appropriate information is included on the RDMSC website and in newsletters
- Ensure bingos/casinos section of website is updated and accurate

Note: Duties associated with scheduling a casino including coordinating and monitoring member Sign Ups are undertaken every 3 years (Anticipated schedule: 2025, 2028, 2031)

Term: 1 year