



## Employment Opportunity Shift Manager (Interim)

This is an interim, seasonal, senior management position with Klondike Visitors Association (KVA). KVA is a well-established, successful, not-for-profit, destination marketing organization, based in Dawson City, Yukon that operates Diamond Tooth Gerties Gambling Hall (DTG).

<b>Posting Number:</b>	22-26
<b>Duration:</b>	Full time, January 22, 2023 – October 21, 2023
<b>Salary:</b>	Starting at \$52,528

### Scope of Responsibilities and Duties

- Reports directly to the Casino Manager.
- Oversees, in conjunction with the Casino Manager and Department Managers, the day-to-day management of Diamond Tooth Gerties Casino.
- Functions as alternate for Casino Manager in their absence.
- Reviews, maintains and enforces casino policy and procedures.
- Develops and administers, in conjunction with Casino Manager, annual operating and capital budgets.
- Maintains regular communication with all DTG management and employees.
- Monitors the conduct of employees and patrons as it pertains to security, performance and safety.
- Leads on and/or oversees all hiring, training, supervision and evaluations of all employees.
- Ensures that terms and conditions of the Collective Agreement are adhered to by all Bargaining Unit employees.
- Ensures compliance with all related KVA, YTG & federal regulations, as well as all gaming and special licences.
- All other duties as assigned by the Casino Manager.

### Essential Qualifications

- Proven successful management experience in the gaming industry including demonstrated knowledge and understanding of casino games, slots, licensed bar, and bank.
- Supervisory experience that should include operational knowledge of hiring, training, scheduling and reporting.
- Proven experience in customer service industry.
- Proficiency in computer systems and software including the ability to input data and interpret spreadsheets.
- Demonstrated knowledge and understanding of the Klondike Visitors Association's mandate and role and relationships in the community.

### Deadline

Applications must be received by 4:30pm on Thursday November 17, 2022 to the KVA Offices in person or by email. Detailed job description available upon request. We thank all applicants but only short listed candidates will be contacted.

### Contact

*For submissions, additional information or a detailed job description requests, contact Thomas McCabe, Shift Manager, at the KVA Office:*

1102 Front St.  
Dawson City, YT Y0B 1G0  
Tel: (867) 993-5575  
tmccabe@dawson.net