

Job Title: GAMING ASSISTANT MANAGER
Reports to: Gaming Manager or Executive Director
Status: Part-time, Non-exempt, Hourly
Wage: \$15.00/hour, \$75.00/bingo night, DOE
OPEN: February 24, 2026
CLOSE: UNTIL FILLED



JOB SUMMARY

The Gaming Assistant Manager assumes the responsibility for the sale of bingo or pulltabs on behalf of the Native Village of Unalakleet. They maintain records on the inventory and sale of pulltabs and bingo.

ESSENTIAL QUALIFICATIONS

- High school diploma or GED certificate
- Must be 21 years or older
- Must take and pass a State-required test (online and open-book test at the Gaming Office; regulation info available)
- The duties and responsibilities are not an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SKILLS AND ABILITIES

- Must have strong people skills
- Strong communication skills

DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Must be able to maintain confidentiality of accounting records and confidential information relating to sales of pulltabs
- Must be reliable and dependable
- Must be willing to learn SOA Reporting Guidelines

Please submit an application to be considered for this position. Application may be submitted via mail, fax, in person, or by email.

Native Village of Unalakleet
PO BOX 270
Unalakleet, AK 99684

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NVU recognizes Alaskan Native and Native American preference in its hiring and employment policies.