

**Prairie Ecology Bus Center**  
Lakefield, Minnesota · 507-662-5064  
www.ecologybus.org

The Prairie Ecology Bus Center (PEBC) is seeking a part-time (10-15 hrs/wk) enthusiastic, motivated and responsible individual to join our team as a Site Specialist. PEBC is a non-profit environmental education/learning outreach program with a mission to *nurture a passion for nature with hands-on environmental education*. Programs are taught both inside and outdoors at a variety of locations across the southwestern Minnesota region to children and adults of all ages.

**Responsibilities and Duties:**

- Remove and audit paper pull tab games from the sites, deposit proceeds and turn in bank receipts to the office.
- Install new games into the machine.
- Work bingo and tipboard nights at sites.
- Monitor and maintain the paper and electronic banks at the Windom and Lakefield locations.
- Be aware of and adhere to rules governing gambling in Minnesota.
- Perform appropriate duties as assigned by management.

**Qualifications:**

- Ability to work independently
- Excellent written and verbal communication skills.
- Accurately count and prepare deposits for the bank
- Ability to operate common office equipment.
- Willingness to work irregular hours, including weekends.

**Salary and Benefits:**

- Mileage, hourly wage and earned safe and sick leave is provided
- Training will be provided

**To apply** please send a letter of interest to: [gamblingmanager@ecologybus.org](mailto:gamblingmanager@ecologybus.org).

Position is open until filled.