



**BOYS & GIRLS CLUB**  
OF LAKE TAHOE

**Job Title:** Front Desk Receptionist (Part Time, After School)  
**Reports To:** Membership Services Coordinator and Site Coordinator  
**Position Type:** Part time, non-exempt  
**Anticipated Start Date:** As soon as available  
**Job Site:** Tahoe Valley or Meyers Elementary (South Lake Tahoe, CA)

**POSITION DESCRIPTION SUMMARY:** Help empower young people to reach their full potential. The Front Desk Receptionist is the first point of contact at one of our Club sites. This person is preferably bilingual in English and Spanish and provides quality customer service while assisting youth members, their parents, and the general public. The person is responsible for performing clerical duties and assisting with first aid or other medical concerns as needed.

**KEY SKILLS/KNOWLEDGE REQUIREMENTS:**

- Background in customer service - able to work with people from diverse ethnic, cultural, and socioeconomic backgrounds.
- Strong organizational skills - manages time effectively, prioritizes tasks, and maintains pertinent data.
- Strong communication skills, both oral and written.
- Familiarity with word processing, spreadsheet, and database software.
- Ability to speak Spanish is a necessity.
- CPR, AED, and First Aid certification (preferred).
- Experience working with children.

**ESSENTIAL JOB FUNCTIONS:**

- The first point of contact at the Club - greet all guests, answer phone calls, assist youth members, and respond to questions and requests regarding Club services.
- Maintain positive interactions with youth, staff members, volunteers, parents, school leaders, and other community members.
- Provide clerical and administrative support to the admin staff.
- Keep personal desk areas clean and organized.
- Collect, track, and file member information timely and accurately.
- Follow all opening and closing procedures.
- Work at different Club sites, as assigned.
- Assist with youth programs and special events, as assigned.

**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:**

- The first point of contact at the Club - greet all guests, answer phone calls, assist youth members, and respond to questions and requests regarding Club services in both English and Spanish.
- Maintain positive interactions with youth, staff members, volunteers, parents, school leaders, and other community members.
- Provide first aid and address other medical emergencies in a calm and patient manner.
- Collect, track, and file member information timely and accurately.
- Follow all opening and closing procedures.
- Provide clerical and administrative support to the admin staff, as needed.
- Assist with youth programs and special events, as assigned.

**BENEFITS:** The Boys & Girls Club of Lake Tahoe strives to be a fun and fulfilling place to work. The Club values each employee and is delighted to offer generous benefits, including paid holidays and sick time, earned time off, a retirement plan, and retention and recruitment bonuses. All staff have access to professional development opportunities, free Club membership for their children, and an ample supply of Club schwag.

**This is a non-exempt, part-time position. At this time, the Club is hiring a Front Desk Receptionist at Tahoe Valley Elementary or Meyers Elementary (working hours approximately: Monday through Friday, 12pm-5:30pm). Pay ranges from \$22-24 an hour, depending on experience.**

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of an employee assigned to this job. All Club employees may be required to perform duties outside their normal responsibilities from time to time, as needed.*

*The Boys & Girls Club of Lake Tahoe is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy and related conditions, sexual orientation, gender identity, or gender expression), age, disability status, genetic information, military or veteran status, retaliation, or any other characteristic protected by federal, state, or local laws. All job offers are conditional until the completion and passing of a background check.*

**APPLY:** Please submit a resume and cover letter to Molly Coolidge, Director of Administration, at [mcoolidge@bgclt.org](mailto:mcoolidge@bgclt.org)