BOYS & GIRLS CLUB
OF LAKE TAHOE

Job Title:	Front Desk Receptionist (Part Time, After School)
Reports To:	Membership Services Manager
Position Type:	Part time, non-exempt
Anticipated Start Date:	September 2026
Pay Range:	$22-24/hour
Job Site:	Zephyr Cove or South Lake Tahoe

POSITION DESCRIPTION SUMMARY: We are seeking a Front Desk Receptionist to join our team at one of our South Lake Tahoe Elementary sites. As the first point of contact for members, families, and the community, this individual will play a key role in creating a professional and welcoming environment while managing front desk operations, clerical support, and basic first aid needs. The person is responsible for performing clerical duties and assisting with first aid or other medical concerns as needed. Bilingual candidates are strongly encouraged to apply. We welcome applicants who are organized, personable, and detail-oriented.

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 (preferred).
- CPR, AED, and First Aid certification (preferred).
- Experience with Salesforce or similar software platforms is a plus.
- 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.
- 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 for one for one of our elementary schools in South Lake Tahoe (working hours Monday through Friday from approximately 12pm-6pm). 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: For full consideration, please submit a resume and cover letter via Indeed or to Molly Coolidge, Director of Administration, at mcoolidge@bgclt.org.

Update: 8/31/2026