



**The Alcohol and Substance Abuse
Prevention Council, Inc.**
125 High Rock Ave
Saratoga Springs, NY 12866
Phone 518-581-1230
www.preventioncouncil.org

Position Title: Center Coordinator
Reports To: Center Director
Salary: \$21.50 - \$23 per hour

Date: April 2026
FLSA Status: Full-Time, Non-Exempt

Position Summary: Center Coordinator ensures Healing Springs Recovery Community & Outreach Center is operating efficiently and effectively by engaging with the recovery community of the greater Saratoga region. This position will work with the Director of Healing Springs and volunteers to build and sustain an active roster of recovery volunteers at the Center as well as implement and promote sober social activities internally and in the community.

Major Accountabilities:

- Create a welcoming environment for all visitors and incoming calls to Healing Springs Recovery Community and Outreach Center.
- Serve as a liaison with all facilitators for classes, programs, & events held at Healing Springs.
- Work with the Marketing Manager to maintain & create content for Healing Springs social media.
- Work as a team with the Center Director and CRPA Supervisor to maintain Center daily operations.
- Maintain and organize reception area, file storage, informational displays, and bulletin boards.
- Responsible for coordination, tracking, and training of volunteers.
- Updates the Volunteer Manual and training with colleagues as needed.
- Ensures that all volunteer related reports and paperwork are completed accurately and timely.
- Responsible for volunteer program scheduling, evaluation and continuous improvement.
- Maintain a database of all calls, program participants/visitors, as well as all groups held at Healing Springs.
- Coordinates Center events and the monthly events calendar; including creating calendar, flyers and sign-up sheets.
- Coordinates, implements and promotes sober social activities including running programs as needed.
- Take donations including in-kind and maintain a log for comparison with Finance office on a regular basis.
- Works with Office Assistant and Office Coordinator in maintaining adequate center supplies.
- Performs other job responsibilities at the request of the Center Director.

Qualifications:

- Proficiency in data management, Microsoft office (Word, Excel, PowerPoint & Publisher) and Word Press (preferred).
- Ability to model behavior and language consistent with the mission of Healing Springs Recovery Community Center and The Prevention Council.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.

- Excellent organizational skills; ability to handle multiple projects simultaneously.
- Willingness to work a flexible schedule, inclusive of some evenings and weekends, and local travel.
- Ability to maintain positive attitude and demeanor with all Center members, volunteers, and staff.
- Current valid driver's license.