



**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: Evening Front Desk Staff
Reports To: Healing Springs Center Director
Salary: \$18 per hour

Date: April 2026
FLSA Status: Part-time, Non-Exempt

Position Summary: This Part-time position (12+ hr/wk) provides an important link in Healing Springs services provided between daytime and evening hours. This position is on weekdays from 4pm -8pm (or until last group of night is over), with some Saturday shifts 9am-2pm as needed. Location is at the main desk lobby of the Healing Springs Recovery Community & Outreach Center.

Major Accountabilities:

- Front desk administration, such as answering phones, greeting members, providing information on services and community connections, and closing and locking up the Center at the end of each night.
- Maintain safe utilization of the Center during evening shifts.
- Ensure groups are utilizing their correct rooms, especially during evenings with multiple groups at one time.
- Make sure coffee area is clean and machine is turned off at the end of every night.
- Maintain appearance of reception area (bulletin boards, information tables, etc.).
- Utilize existing common-file storage system to carry out and record daily tasks including tracking phone calls.
- Check front desk email daily to ensure most up to date communication with other staff regarding Center activities.
- Ensure all groups submit a completed group sign in sheet or head count sheet at completion of group.

Qualifications:

- Sustained recovery of at least one-year, a family member in recovery or an advocate of the community, with the ability to navigate human services in Saratoga (personal or professional – either acceptable).
- Ability to clearly communicate and log the needs presented by those who come in or call for assistance.
- Ability to navigate and access shared files; experience with Word, Excel and Outlook.
- Attention to detail, with a professional and ethical commitment to the Center and this position.
- Ability to model behavior and language consistent with the mission of The Alcohol and Substance Abuse Prevention Council and Healing Springs RCOC.
- Ability to maintain positive attitude and demeanor while at the front desk.

April 9, 2026