



*Where Family, Fun & Fitness Come Together*

**NOW HIRING: PROGRAM LEADER - Before School Program/Front Desk**

Our Family Center is seeking an energetic, dependable, creative person that loves to play with kids and **has experience in large group settings** for our Before School Program. This position also provides customer service to the members in our center in the early morning.

Our focus is on creating a positive and engaging environment for our youth and members. As a team player, you will also be expected to learn the other positions within the center and substitute as needed. Of course, it's "all hands-on-deck" in our center so no matter what needs to be accomplished we all are expected to pitch in. This is a year-round position with possibility for additional hours during school breaks and

**Before School/Front Desk Program Leader:**

P/T, Approximately 15-18 hours per week  
Hours: 5:30am-8:30am, approximately

**Application Deadline:** OPEN until position is filled

**Requirements for both positions:**

Experience in a group care environment or equivalent education/background.  
Dependable; Energetic; Creative; Smiles a lot; Is a positive role model; Prior Customer Service/Membership relations experience a plus. Ability to interact with people of all ages, from youth to seniors; Pays attention to details.

**Key Job Functions:**

- Supervise youth grades K-7<sup>th</sup>
- Interact with youth and members in a positive, supportive manner
- Basic Computer Skills
- Cleaning and other duties as assigned
- Able to lift 40lbs or more
- CPR & First Aid Certification (may be obtained within 30 days of hire)
- Hire contingent on passing a criminal background check

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To Apply: Complete an application at the Cold Springs Family Center  
(18400 Village Parkway Reno NV 89508)  
OR  
e-mail resume to [coldspringsfamilycenter@gmail.com](mailto:coldspringsfamilycenter@gmail.com)