



BERKSHIRE
SOCCER ACADEMY FOR GIRLS

Office Manager

Location: San Diego, CA (9 months) & East Otis, MA (3 months)

Type: Full-time year-round

Compensation: approx. \$30K per annum plus benefits, based on experience

Off-Season Benefits: Professional development opportunities, lean start-up entrepreneurial environment, ample vacation time, small office setting, ability to make an impact

Summer Benefits: Travel to & from camp, comfortable staff housing, delicious meals, access to camp facilities, regularly scheduled time-off

Description: The Berkshire Soccer Academy is a residential soccer camp located in East Otis, Massachusetts. We offer an elite training experience for girls, ages 9-16, in a traditional camp setting on a private lake in the Berkshires. The full-time team of 2 Camp Directors, 1 Program Director, and 1 Office Manager live and work in San Diego from September through May; then move to camp in Massachusetts from June through August. The Office Manager is a key player in our small full-time team, and has the opportunity to contribute to the growth of an organization that impacts lives positively.

During the off-season in San Diego, the Office Manager works closely with the Camp and Program Directors to recruit over 700 campers and 60 staff members for the upcoming summer, as well as assist in administrative tasks, program implementation, and purchasing. The Office Manager contributes to all business operations including liaising with families, managing accounts, and handling financials.

During the summer in East Otis, the Office Manager leads a team of 2-3 seasonal staff members to ensure each day of camp runs smoothly. Many administrative tasks from the off-season carry over, while new projects are introduced such as transportation management and liaising with campers and their families. The Office Manager lives in a comfortable staff cabin with electricity, beautiful pine-paneling, and a shared bathroom.

Job Qualifications:

- B.A. in Business, Communications, Marketing, or similar field of study
- Minimum of 2 years office experience
- Must have proven experience in sales and customer relations, specifically verbal and written communication skills
- Must possess mastery of Microsoft Office Suite including strong proficiency with Excel
- Working knowledge of online database programs and CRMs
- Must be independent and a self-starter with a demonstrated ability to produce exceptional results
- Must be detail-oriented with a passion for managing “behind-the-scenes” tasks
- Must have proven success working within a small team, collaborating with peers and supervisors in a home-office environment
- Must exhibit critical thinking skills, and ask clarifying questions
- Must have proven experience working on a long-term project, meeting deadlines
- Must be excited about living in an outdoor camp setting during the summer
- Must be able to temporarily relocate to East Otis, MA from approx. June 1-August 30
- Must demonstrate healthy habits and strive for work/life balance
- Must be committed to the safety and well-being of our campers at all times
- Must be able to demonstrate optimism and flexibility in the face of adversity
- Must be open to receiving constructive feedback, and have proven experience taking action to correct performance when necessary
- Summer camp experience, a plus
- Must have excellent references

To Apply: Visit our website www.berkshiresocceracademy.com and complete the Staff Application as soon as possible. Applications will be received on a rolling basis throughout Fall 2016.