



BERKSHIRE

SOCGER ACADEMY FOR GIRLS

Office Assistant

Location: East Otis, Massachusetts

Type: Private residential soccer camp

Compensation: commensurate based on experience

Dates: Approximately mid-June to late August

Benefits: Travel stipend, comfortable housing, delicious meals, access to camp facilities, regularly scheduled time-off

Description: The Berkshire Soccer Academy for Girls is an overnight soccer camp for girls. We offer an elite training experience for girls, ages 10-18, in a traditional camp setting on a private lake in the Berkshires.

The BSA Office Assistant will work under the Office Manager and alongside the Accounting Intern to handle office tasks such as managing the camp database, preparing and filing paperwork, organizing office materials, creating documents, updating camp inventories, communicating with families, and greeting visitors.

Job Qualifications:

- Must have at least 2 year experience working in an office setting
- Proficiency with computers, particularly all MS Office programs
- Proven ability to learn and manage online database programs
- Attention to detail and organized
- Summer camp experience, a plus
- Must be hard-working and enthusiastic, a fast-learner
- Must be reliable, mistake-averse, and a self-starter
- Must be friendly and personable with staff and campers
- Must be excited about living in a rugged mountain setting with simple accommodations, and limited access to phone/internet

To Apply: Please visit our website www.berkshiresocceracademy.com and complete the Staff Application as thoroughly as possible.