



**BERKSHIRE**  
SOCCER 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 is an overnight soccer camp for girls. We offer an elite training experience for girls, ages 9-16, in a traditional camp setting on a private lake in the Berkshires.

The Office Assistant will work under the Office Manager and alongside the other office staff 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, answering the phone, and greeting visitors. The office assistant may be asked to do creative tasks, detail-oriented tasks, and public relations tasks. A typical day for the Office Assistant may begin as early as 8:00AM and end as late as 5:30PM; this includes a regularly scheduled day off. The Office Assistant will live in an all-staff cabin at camp and has a dedicated computer for office work in the camp office.

### Job Qualifications:

- Must have at least 2+ years of 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
- 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
  
- **WELL-BEING:**
  - Must be committed to the safety and well-being of our campers at all times; physically, psychologically and socially
  - Must have experience modeling healthy habits and safe behavior
- **CONNECTION:**
  - Must have ability to engage with, appeal to, and be sensitive with kids and adults
- **PROFESSIONALISM:**
  - Must have proven success working within a team, meeting deadlines, being punctual, and collaborating with peers and supervisors
- **POSITIVITY:**
  - Must have proven experience as a positive role model to kids and peers
  - Must be able to demonstrate optimism and flexibility in the face of adversity
  - Must be open to receiving constructive feedback, and proven experience taking action to correct performance when necessary

**To Apply:** Please visit our website [www.berkshiresocceracademy.com](http://www.berkshiresocceracademy.com) and complete the Staff Application as thoroughly as possible.