



Office Assistant

Location: East Otis, Massachusetts

Compensation: commensurate based on experience

Dates: Approximately Early-June to late August

Benefits: Travel stipend, comfortable housing, healthy meals, access to camp facilities

Camp Description: The Berkshire Soccer Academy is a private 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.

Scope of Work: 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 1 regularly scheduled day off for every 6 working days. 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 based on our Service Standards:

- ❖ 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, reliable, enthusiastic, and a fast-learner
- ❖ 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

TRUST:

- Must be trustworthy and have a proven track record of following-through with commitments.
- Must communicate honestly, clearly, and calmly, in personal and professional settings.

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 consistently.

CONNECTION:

- Must enjoy working with kids, and be sensitive to their needs.
- Proven ability to communicate effectively with parents over the phone

PROFESSIONALISM:

- Must be able to manage multiple responsibilities and the needs of others.
- 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 demonstrate optimism and flexibility in the face of adversity.
- Must enjoy receiving constructive feedback, and proven experience taking action to correct performance.

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