

Job Title: Arsenal Football Development USA Soccer Camps - Administrative Specialist 2021

Position Summary

An Administrative Specialist is responsible for providing on-site support to the Site Director and General Manager, as well as to the camp as a whole including general administrative and project-based work. They serve as a liaison between the camp and Arsenal Football Development USA Soccer Camps families assisting with enrollment, admissions, camp life, and camp operations.

Position Objective/Purpose

We are seeking motivated Team members who believe deeply in the organization's mission and who display a record of achievement in effective office management, building positive relationships and projecting a professional company image through all interactions with camp families, Team Members and Arsenal Football Development USA Soccer Camps' Executives. Our team members are expected to make a positive impact on children. Arsenal Football Development Staff will receive comprehensive training, professional development, resume building and networking opportunities:

- internships and field work opportunities for graduate and undergraduate students
- coaching positions with continuing education and leadership opportunities
- great summer schedule
- competitive compensation
- employee referral bonus program

Position Scope Factors:

- Multiple locations in Pennsylvania, New Jersey, Delaware, New York, Connecticut, Maryland, Virginia, and Massachusetts
- Some travel may be required
- Hours: Monday-Friday, 7:00am – 4:30pm. Schedule may vary depending on location and week.

Essential Job Responsibilities

- Serve as a liaison between the camp and Arsenal Football Development USA Soccer Camps' families on the phone or in person
- Assist families with enrollment, admissions, camp life, and camp operations
- Record data for billing
- Update camper records and record information in camper database
- Answer phone calls, respond to emails, and transfer to appropriate Team members
- Open, sort and distribute incoming correspondence, including mail, faxes and email
- Perform general clerical duties that include, but are not limited to, bookkeeping, copying, faxing, mailing and filing
- Help to ensure that camp office area and materials are clean, organized, and well-maintained
- Inventory camp equipment, uniforms and office supplies
- Work effectively with co-workers and collaborate on various responsibilities
- Complete assigned paperwork
- Serve as a positive role model to campers

- Exhibit Arsenal Football Development USA Soccer Camps' Core Values at all times and adhere to all company policies
- Follow the Arsenal Football Development USA Summer Camps Code and maintain the Arsenal Football Development USA Summer Camps Look (uniform appearance) at all times
- Demonstrate Arsenal Virtues of Character (Gratitude, Respect, Trustworthiness, Effort, Kindness, Positivity, Resilience, Community) in camp on a daily basis
- Have fun and have that trait be recognizable by staff and campers.
- Other responsibilities as assigned

Position Competencies for Success

- Understand and support the mission of the organization
- Desire to make a difference in the life of a child
- The ability to work effectively with others in all levels of the organization in a professional manner
- Commitment to producing consistent, high-quality work
- Excellent judgment, ability to identify problems and works quickly to find solutions
- Ability to multi-task in a fast paced environment
- Positive attitude
- Patient, caring and creative
- Flexible, adaptive and a Team player

Experience Requirements

- At least 1 year work experience in related field

Education Requirements

- Pursuing Bachelor's degree

Other Skill Requirements

- Outstanding communication skills: These include the ability to use oral and written skills that are clear, concise and grammatically correct in all aspects of professional interaction with campers, their families, peers, leadership team and the larger community.
- Basic accounting skills with a high degree of accuracy
- Knowledge of Microsoft Office, especially Excel
- It is understood you will complete all trainings and pre-employment credentials required by Arsenal Football Development USA Summer Camps and the state you are working in.

Covid 19 Health & Safety Protocols

Arsenal Football Development USA Soccer Camps has developed and will be implementing an Advanced Safety Plan to ensure our campers, team members, and parents thrive in a safe environment. This plan includes detailed safety measures in the following areas. Team members will be trained on all protocols and full compliance is expected.

- Limited enrollment and smaller group sizes
- Camper & staff screening with use of Personal Protective Equipment (PPE)
- Cleaning, disinfection & handwashing
- Premier outdoor facilities
- Reasonable contact reduction, including social distancing practices
- Symptom Management Action Plan
- Specialized Safety Training

Reporting Relationship(s)

- Reports directly to and takes direction from the Site Director and General Manager.

Working Conditions and Physical Requirements

- Push/pull, lift and carry a minimum of thirty-five (35) pounds across campus
- Work outside, upright and mobile for six (6) to eight (8) hours per day
- Respond to emergency situations which may include running (up to 1 mile in some cases) and ascending stairs without undue exertion
- Possess physical capacity to fulfill all essential job functions responsibilities listed above

This job description is subject to change at any time.