

**Job Title:** Arsenal Football Development USA Soccer Camps Operations Specialist 2021

**Position Summary**

An Arsenal Football Development USA Soccer Camps Operations Specialist is responsible for critical behind-the-scenes tasks associated with the successful production of daily 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 prioritizing and completing multiple tasks simultaneously. Candidates must be capable of managing their time effectively, prioritizing daily tasks and working independently in a fast-paced environment. 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: 6:30 am 4:30 pm
  - Tuesday-Thursday: 7:00 am 4:00 PM
  - Friday: 7:00 am 5:00 pm

**Essential Job Responsibilities**

- Daily set-up and break down of equipment; deliver equipment to required fields
- Assist throughout the day with various responsibilities including: pick-up, drop-off, lunch, water, and late campers
- Track and maintain supply inventory
- Ensure compliance with Arsenal Football Development USA Soccer Camps golf cart safety guidelines
- Help to ensure that camp facilities/truck/equipment are clean, organized, and well-maintained
- Work effectively with co-workers and collaborate on various responsibilities
- Complete paperwork as assigned
- 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
- Effective time management
- Ability to multi-task in fast-paced environment
- Commitment to the growth and development of youth
- The ability to work effectively with others in all levels of the organization in a professional manner
- Excellent judgment, ability to identify problems and work quickly to find solutions
- Positive attitude
- Patient, caring and creative
- Commitment to producing consistent, high-quality work
- Flexible, adaptive and a Team player

### **Experience Requirements**

- Previous work experience (preferred)

### **Education Requirements**

- Minimum of 16 years of age High School student

### **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.
- Valid driver's license or permit
- 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 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.