

Position: **League Coordinator**

Start Date: Immediately

Employment Type: Full-Time



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### **POSITION SUMMARY**

Skyline is looking for a talented professional to assist with our upcoming leagues. This internship will provide areas of opportunity in communications, management of various job classifications, and overall success in reaching the ultimate goal of providing top-notch service. The League Coordinator Intern will be responsible for spearheading and executing training development within our summer and fall leagues, while simultaneously ensuring a next-level experience for all our league players. Day-to-day duties will primarily focus on promotions and league engagements. *Need more convincing? Check out our YouTube channel to see what we are all about:*

- Summer season: <https://youtu.be/VtKHN5O2d50>
- Winter season: <https://youtu.be/DhG3OlzTSco>

### **RESPONSIBILITIES**

- Passion, knowledge, and experience in entertainment, gaming, and all things sports related
- Attend weekly league meetings
- Assist with weekly closing duties
- Greet guests on site and be available to provide general information about Skyline to all guests and vendors
- Communicate professionally with vendors and team members to ensure each guest has had a great experience
- Collaborate with League Manager on planning for upcoming seasons, including, but not limited to player and league engagement, promotions, and annual events
- Develop and enhance current promotions, leagues, and programs that will be implemented throughout the season
- Ensure refs, players and vendors are maintaining a respectful environment
- Work alongside Summer Leagues Manager in preparation to be the primary point-of-contact for the 2022 Fall Leagues
- Offer different marketing ideas and strategies to help promote and develop our daily leagues

### **QUALIFICATIONS & REQUIREMENTS**

- Must be at least 18 years of age, 21+ preferred
- Passion, knowledge, and experience in entertainment, gaming, and all things sports related
- Must be pursuing a degree in Communications, Sports/ Events and Entertainment Management, Marketing, or a related field
- Previous experience in customer service is required
- Follow our Core Values of: Problem Solver, Customer First, Pride in Work, and Team Player
- Experience with project organization and/or event coordination is a plus!

### **COMPENSATION**

- Employee discounts
- Free & discounted entertainment

### **APPLICATION PROCESS**

Please include the following to the email address below: Cover Letter, Resume, Three Professional References

### **JOB DETAILS**

- Must be able to occasionally lift up to 40lbs
- Must be able to stand for 4-6 hours
- Full-Time
- Shifts: Flexible schedule with a focus on Sunday-Thursday nights, & some weekends for tournaments/special events

### **CONTACT INFORMATION**

Skyline Social and Games  
4894 Miller Trunk Hwy  
Duluth, MN 55811  
218-727-8555  
[info@skylinesocialandgames.com](mailto:info@skylinesocialandgames.com)