

Position: **Assistant League Coordinator**

Start Date: Immediately

Employment Type: Part-Time or Full-Time



POSITION SUMMARY

Skyline is looking for a talented professional to assist with our upcoming leagues. This role 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 Assistant League Coordinator will be responsible for assisting the League Coordinator in spearheading and executing training development within our summer and fall leagues, while simultaneously ensuring a next-level experience for all our league players.

Need more convincing? Check out our YouTube channel to see what we are all about:

- Summer season: https://www.youtube.com/watch?v=IIV09P-N_RI
- Winter season: <https://youtu.be/DhG3QIzTSc0>

RESPONSIBILITIES

- Passion, knowledge, and experience in entertainment, gaming, and all things sports related
- Attend weekly league meetings
- Greet guests on site and be available to provide general information about Skyline leagues
- Collaborate with League Coordinator on planning for upcoming seasons, including, but not limited to player and league engagement, promotions, and annual events
- Ensure refs, players and vendors are maintaining a respectful environment
- Responsible for entering weekly scores
- Manage daily set-up of league equipment
- Assist Skyline's Marketing team
- Assist in development and management of ref staff

QUALIFICATIONS

- Must be at least 18 years of age, 21+ preferred
- Passion and knowledge in entertainment, gaming, and all things sports related
- Pursuit of a degree in Communications, Sports/ Events and Entertainment Management, Marketing, or a related field is a plus
- Previous experience in service industry is required.
- Follow our Core Values of: Problem Solver, Guest First, Pride in Work, Team Player, and Finding the Fun
- Experience with project organization and/or event coordination is a plus
- Flexible schedule with a focus on Sunday-Thursday nights, & some weekends for tournaments/special events

COMPENSATION

- \$14-16/hour
- Team Member discounts
- Free & discounted entertainment

APPLICATION PROCESS

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

PHYSICAL REQUIREMENTS

- Must be able to reach, bend, stoop, and lift up to 40lbs
- Must be able to stand for 4-6 hours at a time
- Must be comfortable in an occasionally loud atmosphere

CONTACT INFORMATION

Skyline Social and Games

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