

Position: **League Coordinator**

Start Date: Immediately

Employment Type: Full-Time



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## POSITION SUMMARY

Skyline Social and Games 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 League Coordinator will be responsible for spearheading and executing training development within our summer, fall, and winter 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](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
- Ensure refs, players, and vendors are maintaining a respectful environment
- Greet and engage guests on site and be available to provide general information about Skyline leagues
- Attend weekly league meetings, bringing relevant feedback, issues, and notes to the team
- Manage summer ref staff (ie: scheduling, uniforms, inventory, scoresheets, TIP sheets)
- Responsible for entering weekly scores in a timely manner
- Responsible for collecting fees from league teams
- Manage daily set-up of league equipment
- Assist in creating and/or proofing league & playoff schedules
- Collaborate with Communications Coordinator on planning for upcoming seasons, including, but not limited to player and league engagement, promotions, and annual events

## QUALIFICATIONS

- Must be at least 18 years of age, 21+ preferred
- Must be able to positively interact with league players and guests
- Pursuit of a degree in Communications, Sports/ Events and Entertainment Management, Marketing, or a related field is preferred
- Previous experience in the 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 preferred
- Flexible schedule with a focus on Sunday-Thursday nights, & some weekends for tournaments/special events
- Must be able to pass a mandatory background check

## COMPENSATION

- \$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  
4894 Miller Trunk Hwy  
Hermantown, MN 55811  
218-727-8555