

## Job Description: League Coordinator

**Location:** Hybrid

**Terms:** Part-time

**Compensation:** Hourly rate to be discussed with qualified candidates

**Experience:** Past or current experience playing in MSSC leagues preferred



The ideal candidates will possess the following skills, characteristics, and/or abilities:

- A love for MSSC leagues and a desire to help us grow the club and constantly improve the player experience
- Flexible schedule that will allow the coordinator to complete MSSC duties as needed
- Reliable transportation and a willingness to drive around as part of league duties
- Proficiency with email, Excel, and website navigation
- Strong communication skills and the ability to provide prompt and effective customer service. Most league communication is done via email, so effective writing skills are essential (i.e. usage of capitalization and punctuation)
- The position is well suited for someone who has played in our leagues for a number of years but has since "retired." Active players will also be considered

Duties may include – but are not limited to – the following:

- Reviewing registered teams and forming appropriate divisions
- Assigning free agents to teams and building teams of free agents when possible
- Generating scorecards for league games or matches
- Sending out captain and league detail emails
- Communicating cancellations and rescheduling games
- Assisting with the ordering, sorting, and bagging of shirts
- Adjusting team balances for free agent fees, shirt credits, etc.
- Delivering scorecards, shirts, and supplies to league sites
- Entering scores from completed games or matches
- Posting upcoming leagues for registration
- Responding to player inquiries and other general customer service communication
- Scheduling shifts for officials and arranging for subs to cover for illness or other unavailability
- Obtaining player feedback on leagues to facilitate continual improvement of our offerings
- Maintaining various spreadsheets that facilitate league operations
- Periodically visiting league sites and providing observations on game day operations

Structure, scheduling, and time commitment

- Must have a flexible schedule. Work may need to be done during normal business hours, in the evening, and/or on weekends. The time commitment for any given task is generally short, and much of the work can be done as the coordinator's schedule allows

- Positions are hybrid. Administrative work can be done from almost anywhere, but there is a somewhat regular need to transport items like scorecards, shirts, and supplies to league sites
- This is not a position for someone who travels frequently or has many structured obligations in the evenings. It's also best suited for someone who lives and/or works near the facilities where games are held or doesn't mind driving to them
- Must be available for regular staff Zoom meetings – days and times to be determined
- Coordinators may oversee one sport or multiple sports, and a given sport may have multiple coordinators if needed. Larger sports like volleyball and softball may need multiple coordinators, whereas one person may be able to handle several smaller sports like broomball and dodgeball
- Sports other than volleyball are seasonal, so the league coordinator position could be continuous or seasonal, depending on the sport(s) the individual wishes to coordinate

We are looking to hire the ideal candidates for these positions. They are not required for MSSC to operate, but getting the correct individuals in place to coordinate leagues will improve operations and efficiency and help ensure the long-term success of MSSC.