



**League Manager
Part-Time
15-20 Hours/Week**

PLAYNOLA, host of the city's best adult sports leagues, is now hiring a two (2) part-time League Managers for softball and kickball. This is a great opportunity for an outgoing person who loves sports and people, can manage, coordinate, and maintain leagues, equipment, facilities, and staff during weekday afternoons and evenings. The League Manager will work as a liaison between our operations staff in the office and the staff and players at the field.

Duties of this position include, but may not be limited to:

- Working between 15-20 hours per week (shifts generally 3-5 hours per night)
- Administrative duties include responding to emails, answering and responding to customer service calls, and assisting players with registration before each season
- Assisting with on-site (fields, gyms, parks) game-day operations
- Maintaining and increasing the quality of leagues on-site (checking-in players, answering questions, ensuring a fun and safe experience, etc.)
- Visiting a variety of our leagues and events to ensure adequate equipment on-site,
- Conducting evaluation of staff using existing rubric
- Serve as lead in Coordination of theme nights and player appreciation events
- Represent playNOLA at various social and community events

A candidate for this position must:

- Have flexible schedule and be available between the hours of about 5:30pm to 10pm, depending on the assigned shift
- Have access to reliable transportation with ability to carry some equipment, as necessary
- Be able an effective communicator
- Be organized, timely, and reliable
- Previous experience relevant to the role

To apply for this position, please send your resume to play@playnola.com and complete our brief online application at: <https://playnola.leaguelab.com/page/Staff>