



JOB TITLE: eSPORTS & GAMING COORDINATOR

DEPARTMENT: Community Affairs

JOB CLASS NUMBER: 6301

DIVISION: Community Centers & Programs

REVISION DATE: 5.20.2024

Acceptance – Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

Under the general supervision of the Community Centers & Programs Director, the eSports & Gaming Coordinator is responsible for developing, promoting, and facilitating the needs associated with the gaming clubs and organization. May be under the direct supervision of the designee of the Director of Community Centers & Programs.

EXAMPLES OF DUTIES:

- *Assists in providing a variety of opportunities for student involvement in activities related to eSports, gaming, and virtual events.*
- *Implements and hosts open gaming events and tournaments for the community.*
- *Promotes events and activities through various marketing strategies.*
- *Ensures the eSports equipment is properly used and maintained.*
- *Acts as a first contact for all patrons and creates an inviting, exciting atmosphere.*
- *Manages the eSports areas, including maintenance of equipment.*
- *Directs and coordinates all eSports events hosted by the City of Monroe*
- *Performs related tasks as required by the Director.*

TRAINING AND EXPERIENCE:

- *Possesses a high school diploma or GED from an accredited institution.*
- *Familiar with eSports and Gaming activities and marketing.*

KNOWLEDGE, SKILLS, AND ABILITIES:

- *Strong interpersonal and communication skills*
- *Able to work effectively with students of diverse ages and backgrounds.*
- *Excellent organizational and time management skills*
- *Proficiency in computer applications related to gaming and eSports programs.*

WORKING CONDITIONS:

- *Expected hours: 40 hours per week.*
- *Hours of work are flexible and may be staggered, if needed*
- *Position requires significant time standing, bending, and reaching equipment.*
- *Work is performed in community recreation centers.*

LICENSES AND CERTIFICATES:

Valid Driver's License

INTERNAL POSTING PERIOD: 6-7 to 6/20/24 Position posting goes public after 10th day.