

## General Manager Assistant - Wareham Gatemen Baseball (Wareham, MA)



The Wareham Gatemen Organization is currently seeking a highly motivated, energetic, and talented individual to serve as the General Manager Assistant intern. Position begins date of hire (remote responsibilities) and runs through August 15, 2020 (or when season ends; including playoffs). The intern will work with, and shadow, the GM throughout the season. **Reports to: General Manager**

### Essential Duties and Responsibilities:

The GM Assistant internship is perfect for a Sports Management Major looking to gain real life experience in running a baseball organization. The position will work exclusively with the GM on all things related to the GM's responsibilities throughout the summer. Some areas include scheduling, roster management, equipment management, overseeing the field and facilities, communication with coaching staff, interns and players, communication with other organization members and departments, etc...The intern will be required to attend all Gatemen home games and special events. Intern may have All Star Game duties(yet to be determined).

### Qualifications:

- Prior experience working for college baseball program or summer collegiate baseball team preferred but not required.
- Must be proficient in Microsoft applications (Word, Excel, PowerPoint, Access).
- Ability to communicate efficiently with all aspects of the organization.
- Professional attitude and work ethic with strong interpersonal skills.
- Must be able to work in a fast paced environment.
- Must be highly organized and detail oriented.
- The ideal candidate must be willing to work long hours, including days, nights, weekends and holidays.
- Must currently be enrolled at a college or university in either an undergraduate or graduate program.

### Additional Information & Expectations:

- This is an UNPAID internship.
- Opportunity to earn money by doing extra facilities/field work and team laundry (uniforms).
- Must provide own transportation to games
- Housing is not provided but the Gatemen can assist finding appropriate housing (approximate rental costs \$2,750/person for the entire summer) as well as assist finding part time employment
- Must adhere to the Wareham Gatemen organization policies and procedures as well as the Cape Cod Baseball League Code of Conduct

**To apply:** Please email [baseballops.gatemen@gmail.com](mailto:baseballops.gatemen@gmail.com). Write your cover letter in the body of the email and attach your resume. In the subject line please put "GM ASST APPLICATION"