



Job Title: Clubhouse Manager Intern

Job Reports to: Field Manager

Start Date: May 2018

Job Compensation: college credit based program

Job description:

The Duluth Huskies Baseball Club, members the Northwoods League, is seeking a clubhouse manager for the 2018 season.

The clubhouse manager is responsible for serving as director of all team operations as it relates to taking care of the players and the clubhouse operation.

Among other duties, the clubhouse manager will be responsible for the following:

- Daily cleaning of the clubhouse, locker room area, shower area, toilet area, coaches offices, training area, umpires' room and laundry area. Sweeping/mopping, cleaning sinks, cleaning toilets, cleaning showers, cleaning mirrors and emptying trash cans are also day-to-day tasks involved.
- Handle all laundry, including uniforms and towels. The manager will be responsible for maintenance and repair of uniforms, helmets, jerseys, pants and any other part of the uniform.
- Coordinate all team packing, loading/unloading of bags and trunks for all road trips under the Field Managers instructions.
- Supply all team personal hygiene products. (Team issued products)
- Prepare all equipment and water for team workouts.
- Order all supplies necessary for clubhouse operation, with approval from Field Manager.
- Any other jobs that are necessary to improving the overall operations of the clubhouse and players.

It's a team effort all Interns will be expected to help and pitch in, in other areas besides their own

Ballpark Set Up

- Assists Huskies staff to set up the ballpark for upcoming games in the Kennel Klub, ticket booth, giveaway items, picnic areas, etc.
- Make sure everything looks presentable-all trash cleaned up etc.
- Wipes down seating areas prior to gates opening
- Leaf blow the stands, Kennel Klub and Wade Plaza
- Set out kegs before games (30min prior to gates open)

- Help set up Concessions area for the upcoming game
- Help make food prior to gates open(as directed by Game Operations Intern)
- Checks in with Hospitality Intern to ensure areas are clean and presentable for guests
- Help pick up any supplies needed for game day that got overlooked

Post-Game Tear Down

- Help clean concessions and beer area
- Help with post-game cleanup
- Ensure all trash is taken out and brought to dumpster
- Shut off all lights
- Lock up locker rooms
- Make sure all props are stored and nothing is left out
- Lock up concession areas
- Lock up portable bathrooms and bathrooms
- Lock up all gates and ticket office
- Sets up merchandise area prior to the game so it is ready for sales

Throughout Season

- Distribute pocket schedules and corporate season tickets around Duluth and surrounding areas
- Help generate creative ideas for sales, promotions, and events

For more information or to apply, please e-mail or mail résumé to

Greg Culver

Duluth Huskies

PO Box 16231

Duluth, MN 55816

e-mail: g16culver@gmail.com

phone: (218) 786-9909