

# RICHMOND FLYING SQUIRRELS JOBS



Position: Ticket Scanner  
Department: Box Office  
Reports to: Director of Ticket Sales  
FLSA Status: Non-Exempt Part-Time

The Richmond Flying Squirrels, Double-A affiliate of the San Francisco Giants, has an immediate opening for Ticket Scanners. This position is responsible for the scanning of tickets at the front gates to Richmond Flying Squirrels home games at The Diamond.

## Major Responsibilities:

- Greet fans as they enter the front gates
- Efficiently scan tickets using handheld scanners and troubleshoot issues as they arise
- Demonstrate excellent customer service skills; respond promptly to customer needs; respond to requests for service and assistance
- Courteously answer questions concerning prices, seating, game dates, and location of specific areas at The Diamond
- Assist in enforcing Flying Squirrels clear bag policy and working with RMC on bag checks

## Qualifications:

- Ability to listen and follow instructions
- Good communication skills: listen and get clarification, respond well to questions; able to read and interpret written information
- Good problem-solving skills and organizational ability
- Ability to work independently and as a member of a team
- Ability to work flexible hours including daytime, evening, weekends, and holidays, as needed
- Must be able to stand for long periods of time
- Must be able to speak, read, and write English
- Must have professional attitude and appearance

To apply for this position, please print and complete the **CANDIDATE INFORMATION FORM**. The completed form may be returned to the Flying Squirrels Front Office at The Diamond, or scanned and emailed to [staffing@squirrelsbaseball.com](mailto:staffing@squirrelsbaseball.com).