

MLB SCOUT LIAISON / BASEBALL OPS ASSISTANT

Wareham, Massachusetts | Early June through early/mid-August

POSITION STATUS: Unpaid seasonal internship. Housing is not provided. Reliable personal transportation and full-season availability are required.

Position Overview

The Wareham Gatemen MLB Scout Liaison / Baseball Ops Assistant serves as the primary connection between the organization and Major League Baseball scouts attending Cape Cod Baseball League games. The position communicates game-day information, prepares scout-facing materials, maintains accurate player and roster records, manages the designated scouts-only area at Spillane Field, and supports the Gatemen's daily baseball operations. The intern works closely with the General Manager, Field Manager, coaching staff, other league scout liaisons, and the CCBL MLB Scout Liaison Project Coordinator.

Position Details

Cape Cod Arrival	Approximately early June
Season	Early June through the conclusion of the season in early/mid-August
Location	Wareham, Massachusetts; travel to all home and away games
Schedule	Nights, weekends, holidays, postseason, and changing game-day hours
Transportation	Reliable personal transportation and a valid driver's license required

Core Responsibilities

Scout Communication

- Serve as the primary contact for MLB scouts requesting information about Wareham players, opponents, schedules, and game-day operations.
- Monitor starting lineups, probable starting pitchers, batting-practice and infield-practice schedules, weather, injuries, player availability, and schedule changes.
- Publish a daily scout update through the designated Gatemen social media account by approximately 10:00 a.m., followed by a confirming update at least two hours before game time.
- Respond promptly and professionally to scout questions and maintain updated scout contact information.

Game-Day Operations

- Arrive at least two hours before every Gatemen home game and coordinate with the General Manager, Field Manager, coaching staff, and visiting team personnel.
- Prepare and distribute starting lineups for both teams no later than one hour before game time.
- Post or distribute the pregame schedule, including batting practice, infield/outfield work, warmups, and other scheduled activities.
- Provide the official scorer and attending scouts with probable starting pitchers for the next three games when available.
- Assist scouts with seating, roster information, and other reasonable game-day needs.

Roster Management and Scout Materials

- Use the Cape Cod Baseball League's Excel-based roster-management files to maintain accurate player and team information.
- Track player additions, releases, temporary and permanent contracts, transactions, jersey-number changes, statistics, and other roster updates.
- Produce a scout roster sheet for every home game covering the Gatemen and visiting team.
- Include player name, hometown, uniform number, position, height, weight, college, class year, draft status, current statistics, and other requested information.
- Confirm that all documents are accurate before distribution and protect confidential or personal information contained in scout materials.
- Do not distribute scout roster sheets or restricted player information to the general public.

Scouts-Only Area

- Monitor the designated scouts-only seating area behind home plate throughout every home game.
- Keep the area available for credentialed MLB scouts and restrict access by interns, independent scouting services, bloggers, media, video personnel, and members of the public unless approved.
- Maintain a professional, organized environment for scouts attending Gatemen games.

League Coordination and Baseball Operations Support

- Coordinate with MLB Scout Liaisons from other Cape Cod Baseball League franchises and the CCBL MLB Scout Liaison Project Coordinator.
- Maintain accurate records related to player information, scout attendance, roster sheets, transactions, and contact information.
- Support the General Manager, Field Manager, and coaching staff with game-day materials and daily baseball operations needs.
- Assist with internal reports, roster and statistics files, player-data materials, and other baseball operations projects as assigned.
- Attend all Gatemen home and away games unless otherwise approved.

Schedule and Work Expectations

- The internship runs approximately from early June through the conclusion of the Gatemen season in early or mid-August.
- The selected candidate must be available for the full season, including possible postseason games and season-ending responsibilities.
- Home-game responsibilities begin at least two hours before first pitch and continue through postgame duties.
- The position requires long days, late nights, weekends, holidays, travel, and changing schedules based on weather and team needs.

Required Qualifications

- Current college student, graduate student, or recent college graduate.
- Proven interest in baseball, scouting, baseball operations, or professional sports.
- Strong knowledge of baseball rules, positions, terminology, statistics, players, and pitching roles.
- Strong written and verbal communication skills and the ability to interact professionally with MLB scouts, coaches, players, league personnel, and team staff.
- Strong attention to detail and the ability to maintain accurate player, roster, and statistical information under game-day deadlines.
- Experience using Microsoft Excel, Microsoft Word, email, internet research, and social media.
- Ability to handle confidential or restricted information responsibly and work independently while taking direction.
- Availability for all home and away games, including nights, weekends, holidays, and possible postseason games.
- Reliable personal transportation, a valid driver's license, and the ability to arrange and pay for summer housing in or near Wareham.

Preferred Qualifications

- Rising junior, rising senior, graduate student, MBA candidate, or recent college graduate.
- Pursuing or recently completed a degree in sport management, business, communications, analytics, journalism, statistics, or a related field.
- Prior experience with a college, professional, summer collegiate, or youth baseball organization.
- Experience producing rosters, game notes, stat sheets, player reports, or other baseball materials.
- Familiarity with baseball statistics, roster-management processes, and communicating with scouts, coaches, athletic departments, or media members.
- Interest in a career in scouting, baseball operations, player development, analytics, communications, or sports management.
- Ability to remain professional and composed in a fast-moving game-day setting.

Compensation, Housing, and Equipment

- This is an unpaid seasonal internship. No salary, hourly wage, or seasonal stipend is provided.
- Housing is not provided. The selected candidate must arrange and pay for housing in or near Wareham and should expect summer housing costs of approximately \$2,000-\$4,000, depending on location and living arrangement.
- Reliable personal transportation is required for all home and away games and other team-related travel.
- The selected candidate must provide a personal computer, phone, and other basic equipment needed to complete the position unless otherwise arranged by the organization.

Reporting Structure

The MLB Scout Liaison / Baseball Ops Assistant reports to the Wareham Gatemen General Manager, Wareham Gatemen Field Manager, and CCBL MLB Scout Liaison Project Coordinator.