

SEASONAL ASSISTANT GENERAL MANAGER INTERN

Wareham, Massachusetts | Mid-May through early/mid-August

POSITION STATUS: Unpaid seasonal internship. Paid compensation applies only to assigned team laundry hours; approved mileage is reimbursed. Housing is not provided.

Position Overview

The Wareham Gatemen are seeking a dependable and organized Assistant General Manager Intern to support the club's daily baseball operations. The intern will work directly with the General Manager, Head Coach, and coaching staff while helping manage player logistics, equipment, game-day preparation, housing payments, interns, youth clinics, and other operational needs throughout the Cape Cod Baseball League season.

Position Details

Remote Start	Mid-May; preseason communication and preparation
Cape Cod Arrival	Approximately June 6
Season	Approximately June 10-August 12, plus season-end wrap-up
Location	Wareham, Massachusetts and Cape Cod travel as required
Transportation	Reliable personal transportation and a valid driver's license required

Core Responsibilities

Baseball Operations and Staff Support

- Work directly with the General Manager, Head Coach, and coaching staff to support daily team operations.
- Assist the General Manager with operational needs and other responsibilities that arise throughout the season.
- Oversee baseball operations interns, communicate daily priorities, and assign responsibilities.
- Maintain inventory of baseballs, bats, backpacks, uniforms, and other team equipment.
- Prepare game balls, pitch clocks, and other required materials for umpires before home games.

Player Coordination and Team Logistics

- Communicate with incoming players before arrival to collect gear sizes, jersey number preferences, travel information, and other required details.
- Prepare each player's locker, uniform, equipment, and team-issued gear before arrival.
- Distribute and collect player uniforms, gear, and equipment throughout the season.
- Set up, organize, and maintain the player locker room.
- Pick up players from airports, bus stations, and other arrival locations when needed.
- Plan and coordinate postgame meals following away games.
- Manage team laundry after every game, including jerseys, game pants, and batting-practice tops.

Housing, Payments, and Community Operations

- Invoice players and broadcasters for summer housing payments.
- Track housing payments, maintain accurate records, and follow up on outstanding balances.
- Oversee bat kids at each home game and make sure they have the uniforms, equipment, and information needed.
- Run weekly youth clinic check-in and maintain attendance and payment records.
- Identify and follow up on unpaid or incomplete youth clinic registrations.

Schedule and Work Expectations

- The internship begins remotely in mid-May. The selected candidate must arrive on Cape Cod by approximately June 6 and remain through season-end responsibilities in early or mid-August.
- This is a demanding summer role that requires long days, late nights, weekends, holidays, and an irregular schedule.
- The intern must be available for home games, away games, practices, player arrivals, youth clinics, and other team activities.
- Daily schedules may change based on team needs, weather, travel, roster moves, and the game schedule.
- Applicants must be available for the full season.

Compensation, Transportation, and Housing

- This is an unpaid seasonal internship. No salary, hourly wage, or stipend is provided for Assistant General Manager responsibilities.
- The intern will be paid the applicable Massachusetts minimum wage for time spent completing assigned team laundry responsibilities.
- Mileage reimbursement is provided for approved team-related driving, including player pickups and transportation associated with postgame meals following away games.
- Additional paid opportunities may be available through the Wareham Gatemen's weekly youth baseball clinics.
- Reliable personal transportation is required for local travel, team errands, player pickups, meals, equipment needs, and other operational responsibilities.
- Housing is not provided. The selected candidate must arrange and pay for housing in or near the Wareham/Cape Cod area and should expect summer housing costs of approximately \$2,000-\$4,000, depending on location and living arrangement.

Required Qualifications

- Current college student, graduate student, or recent college graduate. The organization is primarily seeking rising juniors, rising seniors, recent graduates, and MBA or other graduate-level candidates.
- Available to begin remote work in mid-May, arrive on Cape Cod by approximately June 6, and remain through the full season and wrap-up period.
- Reliable personal transportation and a valid driver's license.
- Willingness to work long days, late nights, weekends, holidays, and changing schedules.
- Strong communication, organization, time-management, and problem-solving skills.
- Ability to manage several responsibilities at once and respond calmly when plans change.
- Comfort working independently while taking direction from the General Manager, Head Coach, and coaching staff.
- Willingness to complete physical and hands-on work, including moving equipment, organizing inventory, transporting supplies, and completing team laundry.
- Professional judgment when working with players, coaches, interns, families, broadcasters, umpires, and other team personnel.
- Ability to arrange and pay for summer housing in or near Wareham.

Preferred Qualifications

- Pursuing or recently completed a degree in sport management, business, baseball operations, analytics, communications, hospitality, finance, or a related field.
- Prior experience in college athletics, summer collegiate baseball, professional sports, youth sports, equipment operations, event operations, or team management.
- Strong interest in baseball operations and a desire to pursue a career in professional or collegiate sports.
- Experience supervising interns, student workers, volunteers, or event staff.
- Experience managing equipment, uniforms, inventory, transportation, meals, housing records, or team logistics.
- Familiarity with Microsoft Excel, Google Sheets, Google Drive, email communication, and basic recordkeeping.
- Ability to build professional relationships while maintaining appropriate boundaries and confidentiality.
- Dependable, team-first approach and willingness to take on responsibilities outside the standard job description as team needs change.