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**Falmouth Commodores Baseball**  
Guv Fuller Field, 790 Main Street  
Falmouth, MA 02540  
<https://falmouthcommodores.com/>

*A Premier Cape Cod Baseball League Team*

### **General Manager Intern Job Description**

The Falmouth Commodores is one of ten Cape Cod League Baseball Teams, the preeminent summer collegiate baseball league in the United States. Scouts from all major league teams attend games and many players are ultimately drafted to play in the MLB. The Commodores are looking for summer interns to work with the General Manager for the 2024 season. Please note that these are an unpaid internship position. If you are an enthusiastic team player who thrives in an environment where collaboration, creativity, and teamwork are encouraged, this may be the perfect opportunity for you.

**All intern positions are non-paying, and prospective interns must arrange for their own housing and transportation while on Cape Cod. The Commodores staff will assist where possible in helping interns find affordable lodging and part-time employment.**



The Falmouth Commodores are currently seeking a highly motivated, energetic, and talented individual to be a General Manager Intern for the summer of 2024. The ideal candidate would have at least one year's experience working in a sports team environment. The General Manager Interns have various tasks at home games.

#### **Essential Duties – (3 positions)**

- Creating stat sheets for home games
- Outfitting players with apparel upon arrival
- Setting balls out for umpires at home games
- Deals with fan injuries if necessary

- Keeps organized inventory of team uniforms and gear
- Support with general manager office work including: scheduling, community events with players, guest interaction, organizing day to day tasks from coaching staff.
- Assist in search for players throughout the season.
- Gather team equipment to be brought to and from dugout
  - Create a road duties list for away games
- Support coaching staff, players, umpires, and organizational members before, during and after games.
- Obtaining Ice for food vendor
- Changing gameday sign in front of the rec center
- Other duties as assigned by General Manager

### **Qualifications**

- Prior experience working for a college athletics department or for another sports team is preferred.
- Advanced baseball knowledge is preferred.
- Must be proficient in creating spreadsheets.
- Professional attitude and work ethic with strong interpersonal and communication skills.

**To apply send resume to:**

**Mike Murray**

**Assistant General Manager**

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