Job Title: Clubhouse Manager  
Location: City Park, Iowa City, IA  
Reports to: Iowa City Boys Baseball Board of Directors  
Work hours: 4:30 pm - ~9pm, M, W, TH during the regular season and be present for our Championship Tournament

The Clubhouse Manager represents the organization with consistency and fairness. The goal of this person is to provide a consistently great baseball experience for all involved.

Key Responsibilities

- Single point of contact for our coaches, parents, board members and umpires
- Oversee the day to day operations during games

Daily responsibilities include

- Opening the clubhouse 60 minutes prior to the 1st game
- Put up/ take down the flag
- Check field conditions (base lengths, dragged and chalked and general condition) - Address issues
- Set up/take down pitching machines
- Communicate umpire assignments - adjust where necessary
- Check out/in single day use equipment to coaches
- Play the national anthem to start the 1st game of the evening
- Communicate other announcements where necessary
- Communicate the beginning of the last inning
- Collect scores from winning coaches and enter into website
- Ensure all players leave the park safely
- Communicate issues with ICBB board

Weekly Responsibilities include

- Communicate umpire and personal payroll to Treasurer
- Weekly umpire schedule

Other responsibilities include

- Assisting the board members in defining additional roles of the Clubhouse Manager
- Assisting Mary the concession stand where needed
- Maintaining the cleanliness and organization of the clubhouse

Compensation

This position will be paid hourly and on a weekly basis with an attendance bonus at the end of the season.