

Kane County Cougars

34W002 Cherry Lane Geneva, IL 60134 (630)232-8811

Job Description: Clubhouse Manager

The following is a description of the Clubhouse Manager position. Responsibilities include the following, but are not limited to the list. This position requires long hours and works in a demanding, fast-paced environment in all aspects of weather. This is a traveling position that works every game home and road roughly April 15th through Sept 27th, including holidays. Attendance is mandatory. Time management, attention to detail, customer service and creativeness are essential and will determine the outcome of your performance. Must be able to lift 50lbs. This position reports directly to the Cougars Field Manager and/or the Cougars Vice President/General Manager.

Pre-Season Responsibilities:

- Uniform Inventory: All jerseys, pants, hoodies, shirts, hats, socks, belts, etc.
- Equipment Inventory: Bats, balls, helmets, catcher's gear, pine tar, bat weights, laundry loops, travel & on-field bags, etc.
- Establish an organized clubhouse prior to the team's arrival.
- Position decals on batting helmets.
- Install C-Flaps on helmets, when needed.
- Ensure the clubhouse, surrounding areas and batting cage are clean and ready to be occupied. Continuously upkeep on a daily basis throughout the day.
- Assist in training the bat boys.

In-Season Game Day Responsibilities:

- Work every game on the schedule. Travel with the team for road games.
- Typically, the first to arrive and last to leave the ballpark.
- Have everything ready to go for the team's daily arrival.
- Team laundry - wash and maintain the cleanliness of the uniforms, workout loops, shower towels, etc.
- Cougars laundry - concession, KidZone, usher towels and mascot uniforms.
- Strong communication is a must.
- Work closely with the field staff and players, along with the Cougars Front Office.
- On-field preparation for pre-, in- and post-game. Includes setting up and replenishing coolers with ice & water, cups, bench towels, batting practice equipment, etc.
- Work closely with both the Food & Beverage staff and team training staff to coordinate a creative menu to provide pre- and post-game meals during home games.
- Maintain a clean and organized clubhouse environment, including the batting cage.
- Vacuum and empty garbage throughout the day to guarantee the area has a clean, welcoming appearance.
- Help when needed and show hospitality to any guest appearances throughout the season.

In-Season Game Day Responsibilities (cont.):

- Oversee and work with the Visiting Clubhouse Manager to ensure the Visiting Clubhouse and Umpire's room are maintained and taken care of with the above responsibilities along with the League Requirements.
- Coordinate visiting teams arrival, especially if they are coming in with dirty laundry that will need to be cleaned.
- Supply team with a sufficient amount of drinks and snacks.
- Supply team with other amenities including shoe cleaner, gum and seeds, etc.
- Water coolers should always be filled and readily available with cold water.
- Manage equipment and maintain inventory throughout the season to make sure there is enough to last the duration of the season.
- Handle laundry chemicals and inform the Front Office when we need to order more.
- Traveling responsibilities include managing equipment, helping new players, loading and unloading the bus, providing meals for the team, communicating with the Cougars Front Office to confirm we are on the same page.
- While on road, this position will arrive at the park prior to the team to check everything is set-up & a light spread is available upon arrival.
- While traveling, one is asked to take notes including pre- and post-game meals and amenities other clubs provide.
- The Clubhouse Manager will be responsible for putting the team first and making sure they are well-attended to, but ensuring your job responsibilities are accomplished.
- Respect and integrity will be heavily emphasized while managing the clubhouse.
- Distribute mail to the team.
- Collect both teams' pass list and bring to Will Call
- Assist in managing bat boys and their schedules.
- Issue equipment when needed.
- Welcome new players and set them up with their uniform and equipment.
- Must collect all team-issued uniforms and equipment from any player leaving the team.
- Inform Front Office if a player intentionally breaks their team-issued equipment.
- If a player leaves during a road trip, the Clubhouse Manager is responsible for packing and shipping player's locker belongings to their new team along with any possessions their roommates bring to the park.
- Work with the Front Office to assist with details involving players' host families and/or living arrangements, player appearances, autographs, media requests, etc.
- Must be readily available to help with tarp during inclement weather.
- Team staff and players may ask you to complete personal tasks for them at your own discretion.
- The Clubhouse Manager must manage the equipment through the entirety of the season so nothing goes missing and all uniforms are returned in the same condition as received.
- Additional compensation will be heavily based on performance; receiving tips from players and coaches.

Post-Season Responsibilities:

- Final wash of the uniforms eliminating any stubborn stains.
- Create an in-depth End of Season inventory of all the equipment via Excel.
- Through Word, submit a detailed list of what equipment will need to be ordered for the next season.
- Winterize Clubhouse - thorough cleaning and leaving the area organized for the offseason.

Must have reliable transportation to and from the ballpark.

**This is a seasonal, full-time position. Salary and compensation are TBD.

Please email your resume to sanderson@kanecountycougars.com