The United Shore Professional Baseball League is hiring an Assistant Director of Ballpark Operations for Jimmy John’s Field.

**Job Description:**

Title:      Assistant Director of Ballpark Operations (Full Time Position)

**Responsibilities:**

 You will report directly to the Director of Ballpark Operations.  You will be responsible for assisting the Director of Ballpark Operations in managing all facility operations at Jimmy John’s Field, its parking lots and adjoining facility spaces in downtown Utica, including, but not limited to the following:

* Facility maintenance and repair
* Supervision and coordination of work by field grounds crew
* Supervision of ballpark cleaning, janitorial staff or subcontracted cleaning / janitorial services
* Supervision of pest control
* Supervision of security staff or subcontracted security services
* Supervision of parking lot attendants
* Supervision of ballpark ushers and ticket takers / scanners
* Supervision of IT system services at the ballpark (managing our subcontractor)
* Supervision of landscaping, snow removal, etc.
* Opening and closing the ballpark on game / event days, for charity clinics, batting practice sessions, special events, and having the ballpark prepared in a clean and safe state prior to admitting any fans or guests into the ballpark for any games or other events.
* Opening the ballpark for suite holders, sponsors, players, coaches, club house managers and other USPBL staff members as needed at non-game times and days.
* Ensuring that the ballpark’s security system is activated and working.
* Supervision of warehouse operations, and assisting with accepting deliveries of any products, equipment, food, beverages, etc. at the ballpark.
* Assisting with getting group areas ready for each event.
* Assisting with seasonal staff work schedules and managing the time of all staff reporting to the operations department through the Stadium 1 POS system’s electronic time sheet system.
* Other items as requested by the USPBL management team.
* Assisting with execution of new capital projects at the ballpark.

Please note that the job requires a much more substantial time commitment during the baseball season than during the off season, including work on weekends and evenings during the baseball season.

**Education:**

4 year college degree or

2 year associates degree depending upon work experience

**Experience:** 1-3 years of experience in facility operations

**Compensation:**  $32,000 salaried position on an annualized basis

**Benefits:**

Health care plan, dental and vision coverage offered

401(k) plan eligibility after 6 months of employment

$50 per month for cell phone expense

Please email resumes to [employment@uspbl.com](mailto:employment@uspbl.com).