



JOB DESCRIPTION

Position: Site Manager

Dates: April 1 – July 20

Reports to: Tournament Director

Classification: 1099 Contract Employee

Serves as manager of assigned tournament site, which could be a park or group of baseball fields as part of each tournament.

Duties & Responsibilities

- Oversee and assist as necessary with field preparation of assigned site. Work with field supervisors and workers to keep the fields in shape throughout the day.
- Confirm umpire assignments and check in with all umpires for assigned sites. Supervise umpire attendance, review rules and overall conduct.
- Check in teams at assigned site confirming schedules, handout welcome packets, rules, review tourney machine and tournament format with teams.
- Supervise play of games, making sure they are played according to rules and tourney structure. Address any umpire mistakes, overrule as necessary.
- Make any necessary decisions regarding delays or cancellations due to inclement weather. Communicate with Tourney Director, and help communicate changes to teams.
- Report and log scores into tournament software, *Tourney Machine*.
- Present trophies for any designated Championship Games.

Compensation

- \$15.00 - \$20.00 per hour, based upon experience.
- Eligible for Tournament Season Bonus, based upon financial performance of company.