

**WATERLOO BUCKS BASEBALL  
2024 SUMMER ADMINISTRATION INTERNSHIP**



**TEAM INFORMATION**

As an intern with the Waterloo Bucks, you will actively be a part of the front office activities and be involved in learning all facets of a minor league baseball organization. The Waterloo Bucks are owned by the Cedar Rapids Ball Club Inc. which also owns the Cedar Rapids Kernels. The Bucks offer a variety of internship positions.

**JOB DESCRIPTION**

Internship positions will work long hours on Bucks game days along with other events at Riverfront Stadium. Should expect to work ALL Bucks home games, various ticket office shifts, and during extra events at Riverfront Stadium. Interns will also assist in guerilla marketing efforts throughout the Cedar Valley during the season.

- Start Date: May 13, 2024
- End Date: August 17, 2024
- Assist with processing accounting information in an accurate and timely manner
- Will focus on the following areas:
  - Payroll including processing new hire paperwork and tracking payroll hours
  - Count money bags and creating deposit tickets
  - Update accounting spreadsheets and sales reports
  - Assist with taking inventories
  - Perform game duties as assigned
- Assist with various aspects of stadium setup and tear down
- Assist with game operations, box office, on-field games, souvenir stand, and guest services
- Provide outstanding customer service to advertisers and fans
- Be trained on the ticket system and fulfill ticket office duties
- Other duties as assigned

**DESIRED QUALIFICATIONS**

- The ideal candidate would be outgoing, detail oriented, organized, and accountable.
- Should be able to work well in both a team, and individual environment.
- Willingness to learn new skills, and work outside your comfort zone.
- Should be a college student, or recent college grad looking to work in the sports, or a related industry.
- Previous experience will be taken into consideration, but not required.

Interested candidates should send resumes and cover letters to Jake Horan at [operations@waterloobucks.com](mailto:operations@waterloobucks.com) or mail to:

Waterloo Bucks Baseball  
PO Box 4124  
Waterloo, IA 50704

Feel free to call with any questions or to set up an interview at (319) 232-0500 option 4.

