

Internship Position Description

Position Number: 3
Program Name: Athletic Field Use & Management
Location/Address: Worcester, MA

THIS POSITION IS UNPAID

Brief Description of Internship Position:

Background: Quinsigamond State Park in Worcester, managed by the Massachusetts Department of Conservation & Recreation (DCR) recently completed in 2020 a large capital improvement at its Lake Park location. The \$2+ million project, included the revitalization of its athletic field (a worn-out natural grass field with a dirt track) to a new state-of-the-art artificial surface/turf field and a 4-lane asphalt walking track. The field opened for public use in the late fall of 2020 and will begin seeing the first teams using the field this spring. The field has been designed to accommodate football, soccer and lacrosse. The highly anticipated use and popularity of the field will be magnified by the recent approval of spring seasons for the sports that were unable to be held in the fall of 2020 due to Covid-19 concerns.

The intern will assist with the tracking of the use of the field (both public use and scheduled team use) and tracking of the daily field management by park staff. The DCR has 2 park staff dedicated to the management and maintenance of the field for the upcoming season. Maintenance is at a minimum daily and will need to perform before and after each game/use. This will require good communication, proper coordination, timing and scheduling between all parties involved. Game-use will also require coordination of the field lights and use of the scoreboard controllers, field markers, goals and other accessories.

Description of Duties and Responsibilities:

Speak with parties interested in using the field and send out electronically DCR's application and guidelines for field use. Ensure each approved permittee has received and is familiar with DCR's field restrictions, which were created to prevent or at least minimize any damage to the field. Verify weekly with park supervisor and park staff upcoming field schedule and public use. Discuss the needs and requests (lights, restrooms, trash, scoreboards, goals) for each use. Create and maintain a spreadsheet to track the attendance/use of the field. This information collected will assist the DCR to determine what issues need to be addressed and if any management changes need to be made in the future.

Preferred Knowledge and Skills:

- Customer service skills, office and computer skills, communication skills, flexible and detail oriented.

Hours per week:

- Up to 20 hrs./week