

## INTERNSHIP REQUEST FORM

(The information given on this form will be made available to students. Please review and complete as necessary.)

### Directions:

1. Click "File", "Save As" and save this file to your computer as "your dept/division name"
2. Click the gray areas in which you need to type and enter text.
3. Save the complete file.
4. Attach the completed file to an email and send to: [CWagner@co.broome.ny.us](mailto:CWagner@co.broome.ny.us)

(Section 1) Requesting Department Information	
Department/Division	Parks and Recreation / Arena
Mission Statement	
Contact Person Information	Name: Brian Hoffman Title: Arena Manager Email: bhoffman@co.broome.ny.us
	Phone: 778-152-8 Fax: 778-604-1
	Address: One Stuart St. Binghamton NY 13901
Send Applications Via	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Mail
Date Form Completed	3/17/08

(Section 2) Internship Information	
Position Name	Intern
Job/Project Description	Will assist with projects at the Broome County Veterans Memorial Arena, Forum Theatre and Parks Dept. Will help organize events throughout county parks, arena and forum.
Experience/Skills Desired	Background with multipurpose venues, sports teams, and entertainment. Organizational skills, good communication and written skills a must.
Additional Notes	Pursuing a degree in Sport Management, Marketing, or Parks and Recreation preferable.
Time Preference	<input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> No Preference

(Section 3) Compensation	
*Interns must be paid according to the current year's pay schedule and according to classification	
Compensation*	Paid
School Credit	<input type="checkbox"/> Credit <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> No Preference

(Section 4) Internship Availability – Check All That Apply	
Type of Intern Desired	<input type="checkbox"/> HS <input checked="" type="checkbox"/> College <input type="checkbox"/> Grad <input type="checkbox"/> Law
# Of Positions Available	1

<b>Time Period</b>	<b>Summer</b>
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