

The Leadership Center



At The Leadership Center we serve our clients as a premier conference and retreat center by providing quality leadership programs, exceptional customer service and a rewarding experience while fostering partnerships, resources and fiscal responsibility.

Summer Internship Description & Duties

As part of The Leadership Center grounds keeping staff, this position will perform a variety of tasks in the grounds keeping field including but not limited to: lawn care and landscaping.

Responsibilities:

- ❖ Landscapes and maintains The Leadership Center grounds
- ❖ Performs scheduled lawn mowing, trimming, weeding, and fertilizing, tree and shrub pruning, repair and reseeding of damaged lawn areas
- ❖ Plants and maintains trees, shrubs and flowers
- ❖ Waters lawn, trees and plants
- ❖ Rakes and disposes of leaves and other yard waste
- ❖ Maintains driveway, horse shoe pits, sand volleyball pits, fields, paddle boats and bonfire pits
- ❖ Keeps grounds free of litter
- ❖ Maintains tools and equipment

Qualifications:

- ❖ Two years prior experience in lawn care and landscaping
- ❖ Organized and professional
- ❖ Self-motivated with the ability to multi-task
- ❖ Ability to work well with others
- ❖ Knowledge of plants, landscape design, irrigation and erosion control

Physical Demands:

- ❖ Lifting, twisting, bending, squatting, kneeling, crawling, climbing ladders, climbing stairs, walk on uneven ground
- ❖ Exposure to warm temperatures
- ❖ Safe handling of all equipment
- ❖ Working with power push mower, tractor, riding mower, gas-powered leaf blower, wheelbarrow, hand tools including rake, shovel, and trowel, spreader and chemical sprayer. Portable sprinkler system and hose

The Leadership Center is looking for an energetic and professional intern who can work a flexible schedule with varied responsibilities. This individual must enjoy the service industry. We are seeking an individual who is trustworthy, efficient, socially mature and self-confident, someone who takes direction well, can digest new information quickly and apply it productively. Someone who is consistent and dependable in their work habits, has excellent communication and customer relationship skills, enjoys multi-tasking, challenges and creative problem-solving, works comfortably on their own as well as in a collaborative atmosphere. This individual must be able to work at least a summer or a semester's length of time. The internship may be extended.

We are willing to work with any level college student while it is ideal to have experience with the FFA or 4-H it is not necessary. Majors which would best fit the internship include: Turfgrass Management, Landscaping and Design, Grounds keeping, but we are open to others who may be interested in non-profit or service industries. The internship is paid and offers excellent opportunities to gain realistic and practical experience.

Intern(s) must have a valid driver's license and a clean driving record as some responsibilities may require driving or operating Leadership Center vehicles and equipment.

If you are interested in an internship with The Leadership Center, please contact Micheala Olsen, Admin/Event Coordinator at 402-694-3934 or admin@tlcaurora.org.

Resume, references and completed application are required to be considered for the internship.