

# D4LC Orienteer Internship



*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.*

*We create moments that matter*

## Description & Duties

Orienteers are the community builders and behind the scenes experts for our Discipline 4 Leadership Communities (D4LC) programs each summer. They live in the dorms and welcome all of our D4LC program attendees. While some might say this is a camp counselor position, we say it is far more than that. A D4LC Orienteer helps D4LC participants find their way by checking in with them, connecting with them, and encouraging them during their time at The Leadership Center. They foster an encouraging, welcoming, and inclusive environment beyond the walls of the classroom. When camps are not in session, the D4LC orienteer will provide exceptional hospitality to our guests with the same enthusiasm and care and assist in the office, kitchen, and other areas.

## Responsibilities

- Decorate and maintain your dorm lounge ensuring that it is welcoming to your D4LC community
- Establish relationships with D4LC attendees based on genuine interest and mutual respect.
- Assisting with Sunrise Gratitude, Get Active Sessions, Impact Sessions, Recreation, Bonfires, etc., during the various programs.
- Assisting with D4LC program check-ins, welcomes, and check-outs
- Assisting with wakeups and lights-out in the dorms
- Assisting with the TLC Snack Shack
- Assisting with some D4LC program sessions when needed
- Work collaboratively with all TLC team members on D4LC Program set-ups, tear-downs and clean-ups
- Participate in any TLC team meetings
- Writing a weekly blog
- Any other duties as assigned

## Qualifications

- Ability to exhibit a positive attitude towards attendees, even after late nights/early mornings
- Ability to be punctual and organized while following directions and working with others
- Exhibit excellent communication skills and ability to build rapport quickly
- Able to speak in front of small-medium sized groups
- Strong problem solving skills and discernment
- Design creative programs backed by trusted research
- General Computer Skills (Prezi, Publisher, Word, etc.)
- Ability to stay calm and collected when working in difficult situations

# D4LC Orienteer Internship



## Bonus Qualities

- Certified Lifeguard
- First Aid Certified
- CPR Certified
- AED Certified
- Nebraska Pool Operator Certification

## Physical Demands

- Lifting heavy boxes, containers of food or linens, and equipment weighing up to 50 lbs.
- Standing for extended periods of time
- Working early and late hours
- Participating in physical activities outside in all types of weather

The Leadership Center is looking for energetic individuals to serve as Orienteers for our D4LC programs this summer. We are willing to work with any level college student **as well as graduating high school seniors**. Majors which would fit this position include: Camp Management, Counseling, Education, Adventure Programming, Community Development, but we are open to others who may be interested in non-profit or service industries.

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

*If you are interested in an internship with The Leadership Center, please submit a cover letter, resume, references, supporting questions and a completed application to*

### **Mail:**

The Leadership Center  
Attn: Maile Ilac Boeder, IOM  
2211 Q Street  
Aurora, NE 68818

**Email:** [executivedirector@tlcaurora.org](mailto:executivedirector@tlcaurora.org)

# D4LC Orienteer Internship



## Supporting Questions

Answer each question in complete sentences. There are no word counts. Please be concise, yet, thorough.

What skills and experiences do you currently possess which would ensure your success as a D4LC Orienteer?

What are your personal strengths? Give examples of how you have used these strengths to succeed.

Why do you want to be an Orienteer?

What skills do you want to strengthen as an intern with The Leadership center?

# D4LC Orienteer Internship



## Application for Employment

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you eligible to work in the United States? (If "yes", at time of hire, you will be asked to provide 2 forms of valid identification for validation purposes)	Yes	No
Have you been convicted of or pleaded no contest to a felony within the last 5 years? If Yes, explain:	Yes	No

(Please give general availability. If no daily commitments, say "all")

<u>Days Available</u>	<u>Hours Available</u>	<u>Desired Wage</u>
Sunday	_____	\$_____ per hour
Monday	_____	
Tuesday	_____	Available Start Date
Wednesday	_____	
Thursday	_____	_____
Friday	_____	
Saturday	_____	

Summarize your job-related skills: \_\_\_\_\_

Education			
<i>Circle highest completed</i>			
Some High School	High School Graduate	Some College	College Graduate
Name and Address of Schools Attended, Diploma or Degree, Date Graduated:			

# D4LC Orienteer Internship



## References

List 3 people who know you and your work. Do not list relative or previous employers

Name/Title	Occupation	Address	Phone #
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

## Employment History

List most recent position first.

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ May we contact? Yes No

Supervisor: \_\_\_\_\_ Start Pay: \_\_\_\_\_ End Pay: \_\_\_\_\_

Job Duties \_\_\_\_\_

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ May we contact? Yes No

Supervisor: \_\_\_\_\_ Start Pay: \_\_\_\_\_ End Pay: \_\_\_\_\_

Job Duties \_\_\_\_\_

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ May we contact? Yes No

Supervisor: \_\_\_\_\_ Start Pay: \_\_\_\_\_ End Pay: \_\_\_\_\_

Job Duties \_\_\_\_\_

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

# D4LC Orienteer Internship



Please read, sign, and date

1. I certify that all answers contained in this application are true and correct to the best of my knowledge.
2. I understand that any false statement or willful omissions may be cause for rejection of my application or if employed, amount to sufficient grounds for dismissal without further notice.
3. I authorize release of employment, salary, education, and other records to The Leadership Center for the purpose of checking my references and verifying my employment and educational history.
4. In consideration of my employment, I agree to conform to the rules and regulations of The Leadership Center. If employed, my employment and compensation may be terminated, with or without cause, and with or without notice, at any time, at the option of either The Leadership Center or myself.
5. The Leadership Center is a Drug Free workplace and I agree to submit a physical examination and, or drug screen as requested by The Leadership Center. I understand my initial and continued employment is contingent upon my meeting such medical standards as The Leadership Center may then have in effect
6. I will supply The Leadership Center with 2 (two) forms of identification as required by Federal Laws. These 2(two) forms of identification must be provided as a condition of employment. Failure to produce these documents will be grounds for immediate termination.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The Leadership Center is an Equal Opportunity Employer*

Applicants will be selected solely on qualifications without regard to age, sex, race, color, religion, national origin, disability or any other legally protected status required by law