

D4LC Facilitator Internship



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

We create moments that matter

Description & Duties

D4LC Facilitator work with the D4LC Education team to create and facilitate the curriculum for our numerous D4LC programs. During this internship, the individual(s) selected, will work with program development, facilitation, and marketing of our D4LC programs. This will work within program budgets to order supplies, develop activities and support materials for the numerous sessions through all the programs. Facilitator interns will also assist with our Summer Food Service Program “Lunch Bunch” by helping pack lunches, plan activities, and build relationships with youth in the program. Facilitator interns also traditionally lead the “Impact” session during our MAPS and other summer camp which highlights the importance of service and combines activity planning.

Responsibilities

- Familiarize yourself with all our D4LC programs
- Establish relationships with D4LC attendees based on genuine interest and mutual respect
- Nurture a healthy, inclusive, and welcoming environment for attendees and team members
- Work with educators to develop, design, and facilitate D4LC program sessions
- Develop a Prezi for any D4LC sessions assigned
- Research data and support documentations for assigned D4LC sessions
- Serve SFSP “Lunch Bunch” Program and lead enrichment activities
- Write a session for a chosen D4LC program and pitch it to the D4LC team members
- Assist with D4LC program check-ins, welcomes, and check outs and TLC Snack Shack
- Assist with D4LC program set-ups, tear downs, and clean-ups
- Participate in D4LC team meetings
- Write blog posts
- Any other duties 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

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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 and creative individuals to serve as D4:C Facilitators for our D4LC programs this summer. We are willing to work with any level college student. Majors which would fit this position include Counseling, Education, Early Childhood Development, Human Studies, Curriculum Development, Leadership and 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

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Supporting Questions

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

Describe the role you typically fill in a team.

Have you ever facilitated a group? If so, tell us about a time you have. If not, tell us about your strengths that will contribute to being a strong facilitator.

Why do you want to be a facilitator?

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

What is a piece of advice/something you wish you learned sooner you'd like to share with your former self (ages 13-17) or others at that age?

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

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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: _____

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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

2211 Q Street | Aurora, NE 68818 | 402 694 3934 | www.TLC Aurora.org

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