

D4LC General Business and Hospitality 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

The Leadership Center is looking for an entrepreneurial, organized, and motivated individual to serve as a General Business and Hospitality intern for The Leadership Center this summer, with the potential for contract extension. This intern will have the opportunity to have firsthand experience at what it takes to operate a non-profit business that serves over 55,000 guests a year through over 500 events that host in-state, out-of-state, and international guests with the opportunity to pitch a project of their choosing to the TLC staff. We are willing to work with any level college student. Majors which would fit this position include, but are not limited to, Communication, Business, Accounting, Organizational Leadership, Marketing, Hospitality and Tourism, and Event Management.

Responsibilities

- Assist in event planning, organization, and execution for The Leadership Center
- Researching potential grants and funding partners and assist in grant writing
- Researching potential new clients and program partners
- Preparing guest arrivals and attending to guest requests (including room setups and tear downs)
- Assisting the Executive Director with the NVAF Board Retreat
- Assisting with promotion of The Leadership Center and its programs in collaboration with the marketing team
- Work collaboratively with all TLC team members
- Assist in Harvest Gala planning and donation requests
- Participate in any TLC team meetings
- Write a weekly blog
- Pitch a summer project to TLC staff
- Build relationships with youth through our Summer Food Service "Lunch Bunch" Program
- Assist with payroll, tracking budget, building quotes and writing contracts
- Any other duties as assigned

Qualifications

- Organized and professional
- Excellent communication skills and customer relationships skills
- Must be trustworthy, efficient, and possess the ability to digest new information and apply it productively
- Self-motivated with the ability to multi-task and work under pressure
- Ability to work with others
- Ability to stay calm and collected when working in difficult situations

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

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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

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.

What skills and experiences do you currently possess which would ensure your success as a TLC General Business and Hospitality Intern?

Why do you want to be a General Business and Hospitality Intern for The Leadership Center?

What do you hope to learn or what skills would you like to gain as an Intern for The Leadership Center?

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Application for Employment

Name: _____ Phone Number: _____
Address: _____ City: _____ State: _____ Zip: _____

Are you eligible to work in the United States? Yes No
(If "yes", at time of hire, you will be asked to provide 2 forms of valid identification for validation purposes)

Have you been convicted of or pleaded no contest to a felony within the last 5 years? Yes No
If Yes, explain:

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

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

Summarize your job-related skills: _____

Education

Circle highest completed

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