

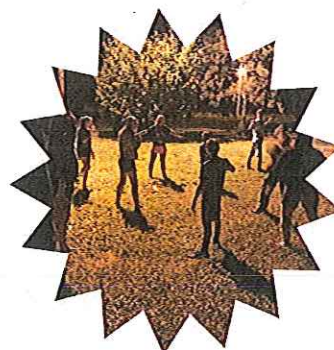
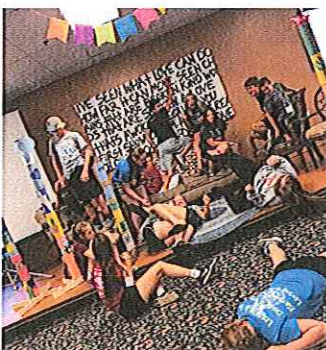
**Apply for our paid D4LC Facilitator Internship and have the opportunity to gain experience in creating and facilitating engaging sessions for our numerous D4LC programs. We have everything from one-day team building conferences to five-day youth day camps and six -day overnight camps for high schoolers and MORE!**

**You will work with our team to create memorable and fun educational events!**

Contact us at  
402-694-3934 or  
visit [TLCAurora.org](http://TLCAurora.org)  
for more information.

The Leadership Center  
2211 Q Street  
Aurora, NE 68818

## D4LC Facilitator 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 by adding the "T.L.C." to hospitality.*

## **D4LC Facilitator**

### **Description & Duties**

D4LC Facilitators 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. They will work within program budgets to order supplies, develop activities and support materials for the numerous sessions through all the programs. They will work together with our D4LC Educators to successfully execute each program this summer. These interns will also assist with our Summer Food Service Program "Lunch Bunch." D4LC Facilitators will work closely with our D4LC Orienteers to ensure that there is consistent community throughout the classroom and dorms.

**Classification:** Summer seasonal/ Intern

### **Responsibilities:**

- Familiarize yourself with all our D4LC programs
- Establish relationships with D4LC attendees based on genuine interest and mutual respect.
- Nurturing a healthy, inclusive, and welcoming environment for attendees and team members
- Working with educators to develop, design, and facilitate D4LC program sessions.
- Developing a Prezi for any D4LC sessions assigned
- Researching data and support documentations for assigned D4LC sessions
- Serving SFSP "Lunch Bunch" Program and leading Enrichment Activities
- Creating a session for a chosen D4LC Program and pitching it to the D4LC team members
- Assisting with &/or facilitating any assigned D4LC program sessions
- Assisting with D4LC program check-ins, welcomes, and check-outs
- Assisting with the TLC Snack Shack
- 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:**

- Be a positive role model for attendees by exhibiting an upbeat, cooperative, and friendly attitude at all times
- Be punctual, organized, follow directions and work with others
- Excellent communication skills and ability to build rapport quickly
- Ability to talk in front of others and with others
- Ability to clearly communicate ideas and facilitate youth
- Possess strong problem-solving skills and discernment
- Ability to develop ideas into programs and back them with well executed research
- Build Prezi presentations
- Value safety and respect
- Ability to stay calm and collected when working in difficult situations

### **Bonus Worthy Qualities (Documentation Required):**

- Trained as a lifeguard and is able to act as a lifeguard during pool time
- First Aid Certified
- CPR Certification
- AED Certification

### **Physical Demands:**

- Lifting heavy boxes, containers of food or linens, and equipment weighing up to 50 lbs.
- Standing for extend 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 D4LC 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, 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 your letter of intent, resume, references, and completed applications:*

#### **Mail:**

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

**Email:** [executivedirector@tlcaurora.org](mailto:executivedirector@tlcaurora.org) Attn: Maile Ilac Boeder, IOM

### Disciplines 4 Leadership Communities (D4LC): Facilitator

Facilitators are engagers and connectors. At The Leadership Center, Facilitators engage our for student attendees through sessions and connect them with the D4LC community. This position is a paid position.

These are our goals for Facilitators.

- Create and facilitate engaging sessions for our various D4LC programs.
- Enhance D4LC students' experience by building a community led by young adults.
- Provide positive role models for D4LC students.
- Serve as role model and community leader in the dorms.
- Develop skills in leadership and education.
- Perform routine tasks associated with a conference center and our programs.
- Any other duties as assigned.

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Name: \_\_\_\_\_ Year graduated from high school: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever participated in any D4LC Programs: Yes      No

If yes, which ones:      D4LC: Explore Conference      MAPS      Mobile Explore      FLEET

Bearings      Workshop: \_\_\_\_\_

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

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

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Describe the role you typically fill in a team seeking a common goal.

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Part of the role of a Facilitator is to assist in the supervision of youth. How would you handle the following situations? Why would you react in that manner?

- One of the students in the community you are leading has chosen to separate themselves from the group and not participate.

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- Conflict has arisen in your community group. Three students have begun to act rudely to one other student and make them feel unwanted. They are creating distractions during the session.

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- That student from the first scenario has begun to participate and shares in front of the entire group.

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Share with us an experience you had facilitating a group.

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Why do you want to be a Facilitator?

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1  
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: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

DAYS AVAILABLE

HOURS AVAILABLE

Sunday \_\_\_\_\_

\_\_\_\_\_

Monday \_\_\_\_\_

\_\_\_\_\_

Tuesday \_\_\_\_\_

\_\_\_\_\_

Wednesday \_\_\_\_\_

\_\_\_\_\_

Thursday \_\_\_\_\_

\_\_\_\_\_

Friday \_\_\_\_\_

\_\_\_\_\_

Saturday \_\_\_\_\_

\_\_\_\_\_

DESIRED WAGE:

\$ \_\_\_\_\_ per hour

DATE AVAILABLE  
TO START:

\_\_\_\_\_

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

_____	_____	_____
_____	_____	_____
_____	_____	_____

REFERENCES

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

NAME/TITLE

OCCUPATION

ADDRESS

PHONE #

1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

PLEASE COMPLETE OTHER SIDE

APPLICATION FOR EMPLOYMENT

EMPLOYMENT HISTORY

List Most Recent Position First

Employer: _____	Phone Number: _____
Address: _____	May we Contact? YES NO
Supervisor: _____	Start Pay _____ End Pay _____
Job Duties: _____	
Employment Dates: _____ to _____	Reason for Leaving: _____
Employer: _____	Phone Number: _____
Address: _____	May we Contact? YES NO
Supervisor: _____	Start Pay _____ End Pay _____
Job Duties: _____	
Employment Dates: _____ to _____	Reason for Leaving: _____
Employer: _____	Phone Number: _____
Address: _____	May we Contact? YES NO
Supervisor: _____	Start Pay _____ End Pay _____
Job Duties: _____	
Employment Dates: _____ to _____	Reason for Leaving: _____

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 statements 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 work place and I agree to submit to 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.

APPLICANT'S 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.