

The Leadership Center invites you to apply for our

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.

Description

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. 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. Facilitators are also the community builders and behind the scenes experts. They live in the dorms and welcome all of our D4LC program attendees. They foster an encouraging, welcoming, and inclusive environment beyond the walls of the classroom. When camps are not in session, the D4LC facilitators will provide exceptional hospitality to our guests with the same enthusiasm and care and assist in the office, kitchen, and other areas when needed

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

Benefits

FREE housing
home-cooked meals
gym/pool access
hourly pay
FUN

We create moments that matter.

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

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

Bonus Qualities

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

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 (1) a cover letter, (2) resume, (3) supporting questions and (4) employment application to

Mail:

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

OR

Email:

executivedirector@tlcaurora.org
CC: abby@tlcaurora.org



Want more information?

Visit www.TLCAurora.org
or call 402 694 3934