



D4LC ORIENTEER SUMMER INTERNSHIP

Apply for our paid D4LC Orienteer Internship and potentially have the most fun summer ever! D4LC Orienteers serves as part “camp counselor”, part recreation manager, and part fun makers! D4LC Orienteers live in the dorms, assist in creating community, and help insure our attendees are seen, heard, and included.

You will gain hands experience in building relationships, leading, facilitating, managing, and creating community!

Contact us at (402) 694-3934
or visit tlcaurora.org for
information.

The Leadership Center
2211 Q St.
Aurora, NE 68818



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.

Orienteer

Description & Duties

Orienteers are the community builders 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.

Classification: Summer seasonal/ Intern

Responsibilities:

- Familiarize yourself with all our D4LC programs
- 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, Serve Sessions, Recreation, Bonfires, etc., during the various programs.
- Assisting with D4LC program check-ins, welcomes, and check-outs
- Assisting with wake-ups 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:

- Be a positive role model for attendees by exhibiting an upbeat, cooperative, and friendly attitude at all times
- Be punctual, organized, and follow directions
- Excellent communication skills and ability to build rapport quickly



- Possess strong problem-solving skills and discernment
- Value safety and respect
- Ability to talk in front of others
- Ability to work with others
- Ability to stay calm and collected when working in difficult situations

Bonus Worthy Qualities (Current 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 individuals to serve as Orienteers for our D4LC programs this summer. We are willing to work with any level college student. Majors which would fit this position include: Camp Management, Counseling, Education, Adventure Programing, 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
Attn: Maile Ilac Boeder, IOM

Disciplines 4 Leadership Communities (D4LC): Orienteer Program

Orienteers are guides. At The Leadership Center, Orienteers are our guides for students through our D4LC programs held each summer. Orienteers live at The Leadership Center in the dorms from the May 30, 2021 to August 9, 2021. This position is a paid position that includes room and board.

These are our goals for Orienteers.

- Enhance D4LC students' experience by building a community led by young adults.
- Provide a community atmosphere in all D4LC activities.
- Provide positive role models for D4LC students.
- Serve as role model and community leader in the dorms.
- Help plan and lead activities such as recreation, Get Active sessions, bonfires, etc., during the various D4LC programs.
- Develop skills in leadership and education.
- Perform routine tasks associated with a conference center and our programs.
- Any other duties as assigned.

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 Orienteer?

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

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

Part of the role of an Orienteer 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. Others in the group have tried to include them in activities, but have been unsuccessful.

- Conflict has arisen in your community group. Three students have begun to act rudely to one other student and make them feel unwanted.

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

- You find a student sneaking out of the dorms after lights out?

Why do you want to be an Orienteer?

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.