

# LEADERSHIP INTERN ROLE DESCRIPTION

The Leadership Intern opportunity is ideal for high school and college students seeking to build leadership skills through formalized training and practical experience. This opportunity introduces entrepreneurial and intellectual property concepts, strengthens college applications and provides a meaningful setting to complete required volunteer hours.

Leadership Interns represent the program and National Inventors Hall of Fame brand. They help create an environment of fun, learn strategies to encourage collaborative learning, serve as role models to participants and Leaders-in-Training (LIT) and assist in providing a safe environment for participants. It is often the role of an outstanding Leadership Intern that makes the experience the most memorable for participants.

## Benefits:

Interns receive formalized leadership training and certification, culminating in 40 volunteer or service hours and a personalized letter of completion from the United States Patent and Trademark Office (USPTO). The two-hour, online training is self-directed and completed prior to their week of volunteering.

The formalized online training and program provide students opportunities to:

- Improve communication skills through interactions with educators and participants;
- Discover how to build teamwork and guide a team;
- Learn techniques to inspire creativity in others;
- Apply newly acquired leadership skills in a dynamic environment;
- Get inspired to be creative and learn about Science, Technology, Engineering and Math (STEM) concepts, as well as innovation through program content;
- Develop and understanding of intellectual property concepts and their connection to future economic prosperity;
- Learn entrepreneurial concepts through the lens of innovation and invention. Great for DECA club members;
- Gain an increased awareness of personal leadership strengths and receive feedback from adult team members;
- Set themselves apart when applying for colleges, universities, scholarships or future employment;
- Receive a personalized letter of completion from the United States Patent and Trademark Office;
- Earn 40 volunteer or service hours in a STEM educational program. Great for National Honor Society and graduation requirements;

## Responsibilities During the Program:

### Participant Leadership

- Get to know participants in group by name;
- Motivate all participants to fully engage in the program experience;
- Foster a sense of team spirit and fun;
- Treat all participants equally, in a respectful and professional manner;
- Be a great role model;
- Mentor a Leader-in-Training (LIT), if applicable

### Facilitation

- Facilitate activities during sign-in, sign-out and Base Camp times;
- Empower participants to problem-solve through curricular activities;
- Assist participants to build skills to successfully work in teams;

### Logistics and Safety

- Make reminder calls to parents prior to the program (if asked by Director);
- Escort children to and from all areas they travel to, individually and as a group;
- Work with the Director and Instructors to maintain order, not discipline;
- Assist Instructors with clean-up and other tasks;
- Assist with lunch and eat with participants;
- Keep track of group members always – until the last participant is picked up;

## Position Requirements

- Complete online PILOT course prior to start of the program;
- Complete a post-program review;
- Be available prior to the program for training and set-up;
- Be available for the entire length and duration of the program;
- Able to follow all program rules of conduct and safety guidelines