



Rec'd 3/19/25

Boulder City Library District **Board of Trustees Application**

(Note: This document and accompanying materials become public record once it is received by Clark County.)

The Boulder City Library District Board of Trustees (Board) exists pursuant to NRS 379.020, that the Clark County Board of Commissioners (County Commission) appoint five (5) competent persons who are residents of the county to serve as district library trustees. Each member serves a four-year term with the possibility of reappointment.

To be eligible to serve, a candidate must reside within the city limits of the City of Boulder City.

The Board usually meets on the 3rd Wednesday of each month in the evening. Additional committee meetings and special meetings may be held as needed.

Application Overview:

If you are interested in applying to be a Trustee on the Boulder City Library District Board of Trustees, please complete the application below. If you have any questions related to the Board of Trustees or the application process, please contact Kimberly Diehm at bcdirector@bclibrary.org.

Full Name: (First, Middle Initial, Last): Jenifer Jefferies

Home Street Address: 1119 Olmo Way

Home Address City/State/Zip Code: Boulder City, NV 89005

Mailing Address: S a n e

Mailing Address City/State/Zip Code: _____

Employer: Archdiocese of Las Vegas / Bishop Gorman HS

Occupation: Teacher

Email Address: [REDACTED]

A resume or letter of interest is REQUIRED. Please attach it to this application.

I certify that I am a resident of the City of Boulder City. I verify my signature below that all statements made on this application, as well as any information attached hereto, are true and complete to the best of my knowledge. I understand that an electronic signature has the same weight and effect as a handwritten signature. Furthermore, I understand that an incomplete application and any modifications to this application will not be accepted or considered.


Signature

3-19-2025

Date

Hand Deliver/Mail Application to:

Director
Boulder City Library District
701 Adams Blvd.
Boulder City, NV 89005

Email Scanned Copy to:

bcdirector@bclibrary.org

HELP DESK TECHNICIAN, EG&G DEFENSE MATERIALS INC., US ARMY DEPOT, TOOELE, UTAH

October 1995 – March 1996

Created their first official help desk. Designed and implemented call tracking and inventory system. My customer service skills were rewarded.

COMPUTER ASSISTANT, US DEPT. OF INTERIOR, BUREAU OF RECLAMATION, HOOVER DAM

June 1989 – May 1995

Help Desk and new user setup and training. Trained TQM / Continuous Improvement Facilitator and rewarded for my work leading safety team.

EDUCATION

NON-PROFIT MANAGEMENT CERTIFICATE -- CONTINUING EDUCATION AT UNLV

Completed June 2018

M. ED, ADULT EDUCATION -- UNIVERSITY OF IDAHO -- BOISE, IDAHO CAMPUS

Graduated December 1997

BA, POLITICAL SCIENCE -- UNIVERSITY OF NOTRE DAME -- NOTRE DAME, INDIANA

Graduated May 1993

OTHER INTERESTS

Love to hike, boat, watch movies, read, travel

Community volunteer: The Just One Project, Catholic Worker, food pantries in BC

Nevadans for the Common Good -- past VP of Board and executive team

School Organization Team - Secretary -- CCSD Garrett Junior High School

Youth sports coach, member of BC parks and rec commission, ballot committee

REFERENCES

Amy Carvalho - [REDACTED]

Jeff Breeden -- volunteer together / friends -- [REDACTED]

Rev. Robert Stoeckig -- previous supervisor -- [REDACTED]

Kim Martinez -- previous supervisor -- [REDACTED]

Dcn. Tim O'Callaghan -- previous supervisor - [REDACTED]

Rev. Joseph Annese -- previous supervisor -- [REDACTED]

Debra Finnegan -- Boulder City Emergency Aid -- [REDACTED]

Jenifer Jefferies

1119 Olmo Way - Boulder City, Nevada 89005

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OBJECTIVE

I want my employment to make a difference. I want to work more closely with students and help them learn and grow in their faith, and to help them develop critical thinking and listening skills.

WORK HISTORY

TEACHER, BISHOP GORMAN HIGH SCHOOL, LAS VEGAS, NV

August 2024 – present

Teach high school students: create daily lesson plans, grade, and support students. Use Google Classroom and Blackbaud LMS.

DIRECTOR OF CHILDREN'S FAITH FORMATION, ST. THOMAS MORE, HENDERSON, NV

July 2021 – June 2023

Manage religious education program for more than 475 students; recruit, train, and lead more than 70 volunteers; market our classes; review and create curriculum; manage department budget and purchases; ensure a safe environment for students and volunteers; teach classes.

CHRISTIAN SERVICE COORDINATOR, BISHOP GORMAN HIGH SCHOOL, LAS VEGAS, NV

August 2019 – June 2021

Created and promoted service projects for 1500 high school students, worked with community non-profits to create projects for students; maintain database with tracking student hours; moderated student club; substituted in classrooms when necessary; trained new students on the software program used to track service hours.

DIRECTOR OF RELIGIOUS EDUCATION, ST. ANDREW CATHOLIC CHURCH, BOULDER CITY, NV

August 2007 – May 2019

Like my current position. Did more teaching of high school students and adults. Taught classes for pre-school through adults and managed program, budgets, curriculum.

ADJUNCT INSTRUCTOR, COLLEGE OF SOUTHERN NEVADA, BOULDER CITY CAMPUS

January 2005 – May 2009

Created my own curriculum for computer courses. Taught introduction to computers and Windows O/S, as well as Microsoft Word and Excel. Designed course material to meet the needs and interests of the students. Loved this job!

COMPUTER NETWORK CONSULTANT, BEST CONSULTING, BOISE, IDAHO

December 1996 – October 1999

Started at the Help Desk, moved up to technician, and then network administrator. Great at training new users. Customer service skills were always recognized and desired. I was requested support person for the Director's and District Attorney Offices.