



refugee development center

Refugee Development Center Early Childhood Development Fall Internship

Duration: August 28th – December 21st

Term: 18 weeks

Hours: 6-12 hours/week

Description: The mission of the Refugee Development Center is to cultivate a welcoming, thriving community that collaborates with refugees and newcomers through education, engagement, and support.

www.refugeedevelopmentcenter.org.

This internship will offer a comprehensive experience in programming at the Refugee Development Center. Interns will be involved in indirect and direct service responsibilities for our early literacy program, focusing on children ages 0-5 of refugee and immigrant families, and parent-child programming supporting language acquisition and cultural immersion.

Duties and time requirements will vary based upon program needs and are outlined in the table below.

Internship Schedule			Weekly Hrs.
Aug 28 – Sep 1 (1 week)	Training and Curriculum Preparation	Mon-Wed or Tue-Thu 5:00pm-7:30pm	6
Sep 5 – Dec 14 (16 weeks)	Early Childhood Programs	Mon/Wed or Tues/Th 10 - 2pm or 5:30pm-7:30pm Fridays 3 office hours	7-12
Dec 18 - Dec 21 (1 week)	Data Reporting, Review and Reflection	Mon-Wed or Tue-Thu 9:30am-12:30pm	6

This is an unpaid internship. We are able to partner with academic institutions offering credit for internships. If applicable, please include any academic requirements in your application. A cover letter is required for consideration. Incomplete applications will not be accepted.

Responsibilities:

- Assist teachers of early literacy students during programming; managing safe play, crafts, learning
- Lead small groups of students in activities
- Assist in program management administrative duties, including recording and analyzing class data

Qualifications:

- English language fluency
- Ability to work with children ages 0-5
- Speakers of Arabic, Dari, Farsi, French, Kinyarwanda, Pashto, and Swahili are encouraged to apply

To apply:

Email resume and cover letter to Dayfran Camacho at info@rdclansing.org **before** August 18th, 2023.