



refugee development center

Refugee Development Center Fall Internship - ESOL Programming

Duration: August 28th - December 21st

Term: 18 weeks

Hours: 8- 10 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.

ESOL Interns will work as a Teacher's assistant in adult ESOL classes up to 4 days per week. Interns will be expected to tutor clients and lead small group conversations, assist in creating lesson plans, materials and activities, assist in leading and managing volunteers, and maintain program data and general administrative assistance. This program takes place at a partner location in Lansing.

Internship Schedule			Weekly Hrs.
Aug 28 - Sep 1 (1 week)	Training and Curriculum Preparation	days and times are TBD	6
Sep 5 - Dec 14 (16 weeks)	Afternoon ESOL Classes	Mon/Tue/Wed/Thu 12:00pm-2:00pm	8
	Evening ESOL Classes	Mon/Tue/Wed/Thu 5:30-7:30	8
Dec 18 - Dec 21 (1 week)	Data Reporting, Review and Reflection	days and times are TBD	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 English language learning students during lessons
- Lead small groups of students in activities
- Assist in preparing curriculum and materials for class
- Assist in program management administrative duties, including recording and analyzing class data

Qualifications:

- English language fluency
- Ability to work with adults from a diverse background
- Experience or interest in teaching English language learners
- 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.