



**rdc**

# Refugee Development Center Summer 2024 Internship Application

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. Learn more at [www.refugeedevelopmentcenter.org](http://www.refugeedevelopmentcenter.org).

**Duration: June 3rd- August 9th, 2024**

## Child Development (Preschool aged, 0-5) Internship

This internship will offer a comprehensive experience in refugee post-resettlement programming at the Refugee Development Center. Interns will be involved in indirect and direct service responsibilities in our First Steps early literacy program. Pre-school aged programs focus on early literacy skills, school readiness, and parenting support. This program takes place at RDC's Newcomer Center in south Lansing.

Schedule Options	Weekly Hours
<b>Monday/Wednesday/Friday, 9:00-12:00pm OR 11:30-2:30pm OR BOTH</b> Participate in direct service Monday and Wednesday mornings/early afternoons. Provide planning and administrative support Fridays.	8-13 hours <b>(option to add more hours to fulfill requirements are available)</b>
<b>Tuesday/Thursday/Friday, 9:00-12:00pm OR 11:30-2:30pm OR BOTH</b> Participate in direct service Tuesday and Thursday mornings/early afternoon. Provide planning and administrative support Fridays.	8-13 hours <b>(option to add more hours to fulfill requirements are available)</b>

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.

### 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
- ❖ Assist with all RDC programs as assigned

### Qualifications:

- ❖ English language fluency
- ❖ Ability to work with youth ages 0-5 from a diverse background
- ❖ Demonstrated cross-cultural sensitivity
- ❖ Experience or interest in teaching English language learners
- ❖ Speakers of Arabic, Dari, Farsi, French, Haitian Creole, Kinyarwanda, Pashto, and Swahili are encouraged to apply
- ❖ Reliable form of transportation

Email resume and cover letter to Savanna Hamed at [volunteer@rdclansing.org](mailto:volunteer@rdclansing.org). Applications will be accepted until May 10th. Internship positions will be filled on a rolling basis. Incomplete applications will not be accepted.