



refugee development center

Early Childhood Development 2024 Spring Internship

Duration: January 8 – April 19 (option to extend to May 17)

Hours: 8-12 hours/week

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

Learn more at www.refugeedevelopmentcenter.org.

Position Description: 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 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.

Schedule Options	Weekly Hrs.
Monday/Wednesday/Friday Participate in direct service Monday and Wednesday mornings/early afternoons or evenings. Provide planning and administrative support Fridays.	8 - 13
Tuesday/Thursday/Friday Participate in direct service Tuesday and Thursday mornings/early afternoons or evenings. Provide planning and administrative support Fridays.	8 - 13

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

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 Savanna Hamed at volunteer@rdclansing.org. We will begin reviewing applications December 1st on a first come first serve basis. Final decisions will be made by December 8th.