



refugee development center

English for Speakers of Other Languages Program 2024 Spring Internship

Duration: January 8th – May 16th

Hours: 6- 10 hours/week

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.

Program Description: ESOL Interns will work as a teacher's assistant in adult ESOL classes. Interns must be able to commit to at least two classes/week during the morning, afternoon, OR evening class times. Additional hours for planning and data support will be on Fridays or as the intern's schedule permits. 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.
Jan 8 - 12 (1 week)	Training and Curriculum Preparation	days and times are TBD	6
Jan 16 – May 17 (18 weeks)	Morning ESOL Classes	Mon/Tue/Wed/Thu 9:00am-11:30am	6-10
	Afternoon ESOL Classes	Mon/Tue/Wed/Thu 11:30pm-2:30pm	6-10
	Evening ESOL Classes	Mon/Tue/Wed/Thu 5:00-7:30	6-10
May 20 - May 24 (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, Haitian Creole, 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 November 29th on a first come first serve basis. Final decisions will be made by December 8th.