



Refugee Family Services' Refugee Youth Program

New Arrivals Classroom Intern Internship Description

Supervisors: Alison Lambert, New Arrivals Coordinator

Positions Available: Spring and Fall 2008

Total Interns Needed: 4

Time Commitment: Minimum of 8 hours per week

Schedule: Monday/Wednesday OR Tuesday/Thursday, 2-6pm

Compensation: Unpaid; college credit where applicable

Internship Summary

The New Arrivals Program Intern is responsible for assisting the Refugee Youth Program staff and Classroom Supervisors in managing the New Arrivals Program. In a classroom setting, interns work directly with new arrival refugee youth (those who have been in the U.S. less than 2 years). Interns will be assigned to a New Arrival Classroom and aid the Classroom Supervisor in afterschool enrichment activities (tutoring, basic social lessons, and English skills). Interns will serve as a steady and welcoming presence. The warmth and patience of a devoted intern will inspire growth and confidence.

Specific Duties

- Assist RFS Youth Program Staff in all daily operations of Afterschool Program.
- Manage students before and after class, including assisting Classroom Supervisors in behavior management, arrival and dismissal procedures.
- Implement curriculum and creative activities for refugee youth.
- Record daily attendance of youth.
- Fill in as a Classroom Supervisor substitute when needed.
- Schedule and lead youth in extra-curricular activities that promote health, safety, sensitivity to all cultures, and conflict resolution.
- Help to integrate program volunteers into Afterschool activities.
- Help maintain Afterschool facility, keeping it clean and safe.
- Supervise RFS Youth Program resources (art and school supplies, electronics, games and other materials).
- Provide frequent updates on students with Youth Services Coordinator regarding academic and behavioral progress.
- Participate in staff meetings and training sessions when available.
- Other duties as assigned.

Required Skills and Competencies

- At least 18 years of age
- Exhibits sensitivity to cultural, ethnic and religious diversity
- Intern must be dependable and committed to the safety, health, and happiness of refugee youth
- Fluency in English is required (fluency in a second language preferred, but not required)

To Apply: Please submit an application and resume to the Volunteer Coordinator, Julie Goldberg:
rfsvolunteers@refugeefamilyservices.org; (404) 299-6217 x 239.