Organization Name: Refugee Family Services

Address:
5561-H Memorial Drive
Stone Mountain, GA 30083

Phone: 404-299-6217 x218
Fax: 404-299-6218
Web site: http://www.refugeefamilyservices.org

Internship Supervisors: Rosa Dunkley and Danice Brown (requesting several different interns)

Supervisor’s contact information including e-mail.
Rosa Dunkley
404-299-6217 x218
rdunkley@refugeefamilyservices.org

Danice Brown
404-299-6217 x221
dbrown@refugeefamilyservices.org

Organization’s Mission Statement:
To support the efforts of refugee women and children to achieve self-sufficiency in the United States by providing education and economic opportunity.

Summary of organization’s primary programs and services:

The Communities We Serve
We serve refugees in the metro Atlanta area, focusing on the women and children who are often left behind by other programs.

A Community Center, an Activity Center and Community Outreach
Refugee Family Services operates from a refugee community center and an activity center in close proximity to refugees who have resettled in Stone Mountain, and Clarkston, Georgia, two cities in the metro Atlanta area. The center is located at 5561-H Memorial Drive in Stone Mountain near where many refugees have been resettled.

Background and History
Refugee Family Services, formerly known as Newcomers’ Network, is an outgrowth of the Save the Children/Child Care Support Center (STC/CCSC), Atlanta. It was started in 1986 as a program that provided childcare training to refugee women in the metro Atlanta area. Later, it grew into the Refugee Program of STC/CCSC, at which time it added to a wide variety of
programs. It was incorporated in 1996 under the name Newcomers’ Network to operate the refugee program as a stand-alone entity and became a fully independent 501(c)(3) nonprofit organization on October 1, 1997. The organization was renamed Refugee Family Services in April 2002 to better reflect its mission.

Intern’s title:
See Below

Number of interns requested for this position?
4 positions available:
- Youth Development (Reading) Summer Intern
- Youth Classroom Assistant Intern—2 positions
- Youth Nutrition Intern

Internship project/job description:
See Below

Qualifications:
See Below

If there are other requirements for this position, security check, drug screen, immunizations, please note them here:
Background check required.

Will the internship require that the student have a car?
No

Is placement site accessible by public transit or other transportation options?
Yes
Refugee Family Services’ Refugee Youth Program

Summer Youth Development Internship Description

**Supervisors:** Rosa Dunkley, Refugee Youth Development Coordinator  
**Program Available:** Summer months (late May, June and July)  
**Schedule:** Mon/Tue/Wed/Thur and some Fridays (May: must attend 3 day orientation week of May 23rd; June: 11:00am-4:30pm, July: 8:30 am-4:00pm)  
**Compensation:** Unpaid by RFS

**Internship Summary**
Intern is responsible for assisting the Refugee Youth Program staff in managing the D.E.A.R. (Drop Everything and Read) Summer Reading Program that matches volunteers with summer camp students so that the students can gain valuable reading skills during the summer months. This includes helping develop and prepare curriculum of varying reading levels consistent with the summer camp theme. The curriculum developed and prepared by this Intern will be used in multiple programs throughout RFS, including the New Arrival Program, Family Literacy Program, and the One-to-One Tutoring Program within the Afterschool Program. This position will work closely with a group of volunteers from Mercer University who are teachers in training. The Youth Program Development Coordinator is also responsible for special projects with which the Intern will assist in planning and implementing.

**Specific Duties**
- Assist in managing all daily operations of the D.E.A.R. (Drop Everything and Read) Program.  
- Manage students before and after D.E.A.R., including discipline, arrival and dismissal procedures.  
- Responsible for the maintenance of student database and files.  
- Assist in creating, finding, and preparing engaging reading curriculum for students grades 1-8.  
- Supervise RFS Youth Program resources (books, art and school supplies, electronics, games and other materials).  
- Occasionally tutor refugee youth (primarily grades 1-8) in reading.  
- Assist in pre and post testing of D.E.A.R. students  
- Help to integrate D.E.A.R. volunteers into summer camp activities when necessary.  
- Help maintain Youth Program facility, keeping it clean and safe.  
- Participate in staff meetings and training sessions.  
- Other duties as assigned.

**Required Skills and Competencies**
- at least 18 years of age  
- Sensitivity to cultural, ethnic and religious diversity  
- The Intern must be dependable and committed to the safety, health, and happiness of refugee youth  
- Computer literacy and fluency and English are required (fluency in a second language preferred, but not required)  
- Experience with education and/or creating curriculum is a plus but not required.
Refugee Family Services’
Refugee Youth Program

Classroom Assistant Intern (2 Positions)

Internship Description

**Supervisors:** Danice Brown, Youth Program Coordinator

**Program Available:** Summer months (late May, June and July)

**Schedule:** Mon-Thurs and some Fridays (May: must attend 3 day orientation week of May 23rd) June: 11:00am-4:30pm, July: 8:30 am-4:00pm

**Internship Summary**
Intern is responsible for assisting in classes and other activities at RFS Summer Camp (grades 1-8). Intern will be paired with a classroom supervisor, and will partner in that classroom to lead lessons and classroom projects. Intern will also assist with the same class in various camp activities, field trips, meals, etc. Intern will be responsible for enforcing camp and classroom rules, and take an active role in maintaining the order and cleanliness of the classroom and the youth center space. Intern will also work with Classroom Supervisor to plan the lessons and daily activities for the class. Intern will be expected to exercise creativity and leadership in the classroom and the entire camp.

**Specific Duties**
- Partner with Classroom supervisor to plan and implement classroom activities and lessons
- Assist in all activities that the intern’s class participates in, including field trips, outdoor activities, etc.
- Exercise creativity and leadership within the program in enforcing discipline, planning activities and leading them with the youth.
- Help maintain Youth Program facility, keeping it clean and safe.
- Participate in staff meetings and training sessions.
- Other duties as assigned.

**Required Skills and Competencies**
- Sensitivity to cultural, ethnic and religious diversity.
- Dependability and commitment to the safety, health, and happiness of refugee youth.
- Experience with education, camps, curriculum development, or working with youth.
- International experience is preferred but not required.
Refugee Family Services’
Refugee Youth Program

Nutrition Intern
Internship Description

Supervisors: Danice Brown, Youth Program Coordinator
Program Available: Summer months (late May, June and July)
Schedule: Mon-Thur and some Fridays (May: must attend 3 day orientation week of May 23rd; June:
11:00am-4:30pm, July: 8:30 am-4:00pm)

Internship Summary
Intern is responsible for preparing and serving 2 nutritious meals and 1 snack daily to refugee students in RFS’s Summer Camp Program. Intern will promote nutrition, fitness, and healthy lifestyle with the youth in the summer camp. Intern will also assist with activities in summer camp classrooms between meals, and can take an active role in designing activities that focus on nutrition, health, hygiene and fitness.

Specific Duties
- Prepare and serve 2 meals and 1 snack for 56 refugee students.
- Help clean up after meals are completed.
- Assist in classrooms and various camp activities.
- Exercise creativity in planning and implementing other activities focused around health, nutrition, hygiene and fitness.
- Help maintain Youth Program facility, keeping it clean and safe.
- Participate in staff meetings and training sessions.
- Other duties as assigned.

Required Skills and Competencies
- Sensitivity to cultural, ethnic and religious diversity.
- Dependability and commitment to the safety, health, and happiness of refugee youth.
- Experience with education, camps, or working with youth.
- International experience is preferred but not required.