

**Servant Leadership Summer Internship Placement Site  
Job Description  
Summer 2012**

**Organization Name: Refugee Family Services**

**Physical Address:**

5561- H Memorial Drive  
Stone Mountain, GA 30083

**Phone:** 404.299.6217 x 218

**Fax:** 404.299.6218

**Web site:** [www.refugeefamilyservices.org](http://www.refugeefamilyservices.org)

**Internship Supervisors:**

Rosa Dunkley  
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404.299.6217 x 218

Danice Brown  
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**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:**

Please see attached sheet.

**Intern's title:**

Please see attached sheet.

**Number of interns requested by this organization?**

Total: 4 (1 Youth Development Summer Intern, 2 Youth Classroom Assistant Interns, and 1 Youth Nutrition Intern)

**Internship project/job description:**

Please see attached sheet.

**Qualifications:**

Please see attached sheet.

**Other Requirements:**

Background Check, CPR Certification (we will provide these.)

**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

### **Internship Project:**

Georgia resettles thousands of refugees each year, the majority of those in the metro Atlanta area. These new arrivals have special needs as they adjust to the language, culture, and school system here in the United States. Every year, we assist newly arrived refugee and immigrant children in need of English assistance through our RFS Afterschool Program. During the summer months, 56 of our children who participate in this program are invited to participate in our Refugee Family Services (RFS) Summer Camp. This summer program currently serves more than 56 newly arrived youth (those in the US less than 2 years) with ESOL and life skills curriculum and enrichment activities. The RFS Summer Camp is a free day-camp that is offered for eight weeks in June and July. In past years, the RFS Summer Camp has consisted of refugee and immigrant youth who have been in the US for a more extended period of time. Now, however, the program has shifted to one that is almost entirely composed of refugee youth.

The RFS Summer Camp focuses on fostering improvement in English language ability and other academic areas for our students, as well as providing various enrichment activities (such as field trips) all around Atlanta. Students get the opportunity to go to the pool, lakes, museums, the Atlanta Zoo, and many other locations. They also participate in activities which develop life skills such as conflict resolution, diversity training and religious tolerance.

The RFS D.E.A.R. (Drop Everything and Read) Program is part of the enriching opportunities our children are able to take part in every summer during summer camp. In this program, each day of summer camp, children get to spend 30-60 minutes of reading practice time with a tutor. This is not only an opportunity for children to practice their reading, but also for them to build a meaningful relationship with a caring adult (who volunteers to read with them). The Summer Youth Development Intern has the privilege of helping children gain important literacy skills as they help run the D.E.A.R. Program at RFS.

## **Summary of Organization Programs and Services at RFS**

### **Women's Program**

Refugee women and their families need support as they develop independence in their new home, after escaping war, sexual violations, trauma and persecution in their home countries, yet refugee women and children are often marginalized due to lack of status and opportunity. A refugee woman is often the backbone of her family. She is a household financial manager, even if she has never lived in a cash economy before. She is the anchor for her family: securing her own and her family's health; facing the emotional upheavals of adapting to a new culture; leaving war and trauma behind; and trying to maintain the traditions of her native culture. She will lead her family's journey to self-sufficiency and success in a new home country, and RFS has designed our programs with the unique needs of refugee women in mind, knowing that it is refugee women who are most affected by differing familial and cultural view of their roles and responsibilities.

### ***Financial Literacy Program***

Over the past year, Refugee Family Services has taught 77 low-income refugee women about basic banking in the United States through workshops. An additional 65 low-income refugee women also attended workshops on credit, and so far 60 new bank accounts have been opened. We bring in speakers from financial institutions to talk about bank accounts and credit in the United States, and also provide individual financial literacy support. In these workshops clients have learned about credit scores and how to establish positive credit history. Clients also learn how to pay their bills using a checking account and how to balance and budget the money in their accounts. RFS Financial Literacy Caseworkers work individually with refugees after they have attended the workshops. Caseworkers take clients to the bank and help them further understand accounts and open a new account. Last year, 65 new bank accounts were opened.

### **Youth and School Services Program**

It's difficult growing up anywhere in the world today, but imagine the challenges confronting children who have known the horrors of war and persecution. Forced to flee their homelands, they arrive in metro Atlanta, often unable to speak English and unfamiliar with our schools and customs. They must quickly adapt to their new lives if they are to succeed.

To help these children, RFS provides a variety of ongoing programs that can make the life-changing difference toward a future of self-sufficiency. The goal of the RFS Youth and School Services Program is to provide quality, holistic services which guide refugee youth towards success. This program serves refugee students, many of whom have histories of interrupted schooling, life in refugee camps, and little English language education.

### ***School Liaison Program***

The Refugee Family Services School Liaison program serves as a link between refugee/immigrant parents and schools by providing advocacy, interpretation, problem solving assistance, and cultural consultations.

### ***After-School Program***

Our After-School Programs provide a supportive environment for 1st through 12th grade refugee youth. Students complete their homework assignments and work on creative projects. Additionally, new arrival students (in the U.S. 2 years or less) receive daily specialized curriculum focused on building basic English language skills.

### ***Summer Camp***

Our Summer Camp serves refugee youth in grades 1st through 8th for an 8-week period each Summer. The camp involves students in educational and recreational activities: field trips, art, gardening, dancing, reading, writing and more.

### ***One-to-One Tutoring***

High-quality mentors and tutors are matched with refugee youth in grades 1st through 12th for individual academic support. The One-to-One Coordinator conducts student evaluations and individually designs curriculum that introduces and reinforces core English language skills that are needed to succeed in school. This relationship offers the youth special attention and encourages growth and the development of confidence.

### ***Youth Empowered for Success (YES) Program***

Through the YES Program, refugee students between the ages of 14-19 receive the support and resources they need to succeed academically, emotionally, and professionally. RFS staff, volunteer mentors, and local businesses work in collaboration to provide academic tutoring, case management, job readiness and financial literacy training, and employment education for refugee high school students.

## **Strengthening Families Program**

The youngest of refugee children 0-5 are the focus of RFS' Strengthening Families program, which addresses early childhood learning and parent education. Because these children come from refugee families, their parents often speak very limited English and are often not literate – even in their native languages. Many refugee cultures do not encourage parents to read, tell stories, or otherwise play with their children in ways that support cognitive development and skill acquisition. Often parents are working low wage jobs around the clock because they are determined to provide for the many children in their large families, but this leaves little opportunity for child development. Too often, by the time refugee children in metro-Atlanta enter first grade, they are already lagging behind their American counterparts and face an uphill battle to be competitive and successful.

### ***Parenting***

RFS certified Parent Educators work with refugee parents and their children ages 0-5 to teach parents to prevent child abuse and neglect in the refugee and immigrant community

and to promote early childhood education and school readiness. Personalized home visits and group learning sessions teach refugee parents how to be their child's first teacher and helps them find resources to promote early learning and a successful transition into Kindergarten.

### ***Family Literacy***

This program matches native English-speaking volunteers with refugee families in an effort to help them develop much needed English language, communication, and cultural skills. The experience is enriching for all family members, as it helps parents develop the language abilities necessary to find quality employment and achieve personal education goals and equips them with the skills and knowledge necessary to become active participants in their children's education.

### ***Pre-K***

This August, RFS launched the first Pre-K in Georgia's first pre-K program that is culturally and linguistically designed to serve the multi-ethnic refugee population. The children are from eight countries, including Burundi, Congo, Somalia, Honduras, Vietnam and Burma. One child, who is originally from Ethiopia, just arrived in the country three weeks ago from a refugee camp where she has lived since her birth.



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## Refugee Family Services' Refugee Youth Program

### Summer Youth Development Program Intern 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 23<sup>rd</sup>; 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 and Georgia State 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 Including:
  - Managing students before and after D.E.A.R., including discipline, arrival and dismissal procedures.
  - Aiding in maintenance of student database and files.
  - Assist in creating, finding, and preparing engaging reading curriculum for students, grades 1-8.
  - Supervising RFS Youth Program resources (books, art and school supplies, electronics, games and other materials).
  - Occasionally tutor refugee youth (primarily grades 1-8) in reading.
  - Assisting in pre and post testing of D.E.A.R. students
  - Helping to integrate D.E.A.R. volunteers into summer camp activities when necessary.
  - Helping maintain Youth Program facility, keeping it clean and safe.
  - Participating in staff meetings and training sessions.
  - Other duties as assigned.



## Refugee Family Services' Refugee Youth Program

### Nutrition Intern Internship Description

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**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 23<sup>rd</sup>; 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 if desired.

#### **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.



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## Refugee Family Services' Refugee Youth Program

### Classroom Assistant Intern 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 23<sup>rd</sup>) 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.