

Lutheran Family Services Rocky Mountains Refugee & Asylee Programs

Internship Description: School Programs Intern
Department: School Programs



About Internships at LFS:

An internship at LFS offers the opportunity to gain a deep understanding of refugee resettlement in the Denver area. Interns will work with individuals from diverse cultures who are forging new beginnings in the United States. Challenging, educational and professional work experience will be gained through professional training and real work assignments that will provide valuable insight to the worlds of refugee resettlement and non-profit organizations. At times, interns will work closely with staff members, and other times independently, managing a workload comparable to LFS staff with the goal of helping advance the mission of LFS. Internships are integrated into the operations at LFS to help build the capacity of the organization while utilizing the diverse skill and talent of the interns. We greatly value the time commitment of each intern.

Description of the Internship:

Interning with School Programs is a wonderful opportunity to connect with school-aged refugee children and their families while helping them integrate and transition into the American school system. As students adjust to life in America, they face many challenges. Some may not have had the opportunity to receive formal education in their home countries, and some are still learning English so they may fall behind in classes without supplemental support. Tutoring is one of the most important aspects of this program as students and teachers rely on small group support to build students' confidence, English language ability and understanding of class content.

The School Programs Intern also has the unique opportunity to serve as a liaison between refugee families and the schools though helping newcomer families facilitate and navigate the school enrollment process. Working with families from varied backgrounds, the School Programs Intern's role is instrumental in setting the foundation for a child's success in the U.S. school system.

Responsibilities:

- Works with contracted instructors to provide content-specific tutoring support to elementary and middle school students in Aurora Public Schools.
- Works with families and school-aged children to complete school registration, including filing paperwork, accompanying families to school registrations, and completing School Readiness Orientation with each family.
- Advocates to schools on behalf of students and families to get extra support (i.e. starting 504/IEP process, translating transcripts, etc.)

- Updates database with information regarding newcomer enrollments.
- Refers youth to relevant, age-appropriate neighborhood and school programming.
- Provides equal treatment, compassion and patience to all client groups in accordance with the agency's commitment to the dignity of all persons.
- Performs other duties as assigned.

Qualifications:

- ESL, GED or other related teaching experience preferred but not required.
- Patience, compassion and understanding in working with clients who may not be fully proficient in the English language.
- Ability to communicate effectively with young clients of diverse backgrounds and abilities.
- Preferred candidate should have an interest in teaching, English, international affairs, social work, political science or related field.
- Experience working in a multicultural environment, foreign language capability a plus.
- Knowledgeable about and sensitivity to the experiences of refugees and immigrants.
- Ability to exercise initiative and judgment and make decisions within the scope of assigned responsibilities.
- Ability to effectively communicate relevant project information to program coordinator, contractors and students.
- Excellent writing and communication skills.
- Colorado Bureau of Investigations background check.
- Current driver's license, current insurance and a reliable vehicle required.

Time Commitment: 16-20 hours/week

Weekly schedule and hours: Flexible

Internship start date: August 2017

Internship end date: TBD

Intern will report to: Maggie Lautzenheiser-Page, School Programs Coordinator, School Programs Department