

Inspiritus Internship Position

Position Title: Refugee Afterschool Program Intern
Refugee & Immigration Services/Afterschool Program
Clarkston, Georgia

Specific Responsibilities

- Tutor refugee youth (Grades 9-12) in all academic subjects, specifically focusing on literacy skills, self-sufficiency, creativity, and academic progress on Monday-Friday 3:30-6:30 pm
- Assist afterschool staff with daily lessons and activities
- Maintain organization and cleanliness of the classrooms and all other spaces utilized
- Participate in recreational and enrichment activities with students
- Maintain punctuality and good attendance; notify the Youth Coordinator in the event of lateness or unexpected absence, and follow the organizations protocol for planned absences
- Help create a welcoming environment where all students feel safe and important
- Assist with grant reporting and administrative tasks as assigned
- Other duties as assigned

Supervisory Responsibilities: None

Accountability: Intern will report directly to Youth Coordinator

General Responsibilities

The general responsibilities of this position include the responsibilities shared by all staff and volunteers of Inspiritus. These obligations include understanding and performing in accordance with the values of Inspiritus; endeavoring to provide quality services to clients of Inspiritus; striving to find new, efficient, effective and economical ways to perform tasks; performing job duties in a thorough, accurate and timely manner; cooperating with others in the team; meeting attendance and punctuality standards; conducting business in a professional, courteous and tactful manner; demonstrating respect for the privacy of clients and employees; taking precautions to prevent accidents; and embracing diversity and respect for the cultural differences among clients and other staff.

Qualifications

- Sensitivity to people of all cultures, ethnicities, and religious backgrounds
- Submit to a criminal background check
- Dependable and committed to the safety, health, and well-being of refugee youth
- Computer competency in MS Windows and MS Word
- At least 18 years of age and able to be physically active and mentally prepared to work with refugee youth of different ages, abilities, and backgrounds
- Commitment to serving vulnerable communities
- Teaching, mental health and/or human services experience a plus

Time Commitment: Minimum commitment of 16 hours per week. Afternoon availability strongly preferred.

Comments: This position is unpaid. Intern will be reimbursed for agency-related mileage excluding mileage accrued driving to and from internship site (optional).

To Apply: Email resume and cover letter to mjohnson@lsga.org. No phone calls please. Applications will be accepted at any time. Start/end dates are negotiable based on the needs of the program and the intern's schedule. Please include your available times/dates in the cover letter.

Application Deadlines: May 1 for summer term (internship begins in May/June); August 1 for fall term (internship begins in August/September); December 1 for spring term (begins in January)