

Approved: **3/22/18**

Revised:



Inspiritus Internship Position

Position Title: Refugee Summer Camp Intern

Refugee & Immigration Services/Summer Camp Program

Clarkston, Georgia

Specific Responsibilities

- Engage and tutor refugee youth in all academic subjects, specifically focusing on literacy skills, self-sufficiency, creativity, and academic progress on Monday-Thursday 8:30 am– 1:30 pm
- Assist summer camp staff with daily youth programming and activities
- Maintain organization and cleanliness of all summer camp 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
- Assist with activity planning, field trips, and other camp activities as appropriate
- 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
- Willingness to 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. Availability between 8:30 AM – 1:30 PM.

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. No phone calls please. **Please submit applications by April 1** and include your available times/dates in the cover letter.