**CANOPY NWA  
Child Education Internship Description**

**Intern Title:** Child Education Coordinator   
**Reports To:** Resettlement Director  
**Internship Periods:** Summer May 26- August 9, Fall August 26- December 6

**SUMMARY**:  
Oversees summer and after-school programming for refugee children that teaches the children about US culture, enhances their English language learning, provides them with academic support, and pairs them with mentors from the community. Coordinates with case management and volunteer management staff to enroll refugee children in outside summer and after-school activities as appropriate. Provides or coordinates childcare when needed so that refugee parents can attend English class, cultural orientation or job training.

10-15 hours/week. Unpaid, for credit.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Develops lesson plans and activities to help refugee children from a variety of ages and cultural backgrounds make sense of their transition to the United States
* Develops lesson plans and activities to help refugee children learn and practice English
* Oversees childcare for refugee children while parents attend English class, job training or cultural orientation
* Coordinates with other volunteers to ensure an adequate number of volunteers are present and prepared for each shift
* Recruits and trains volunteers to assist with childcare
* Attends weekly staff meetings

**QUALIFICATIONS:**

* Ability to manage small to medium-sized groups of children across a range of ages
* Some level of cross cultural ability and knowledge, with the ability and desire to work with people of other cultures
* Functional fluency in one or more foreign languages a plus
* Ability to manage and communicate with teams of volunteers
* Written and spoken communication skills, able to make presentations

**EDUCATION and/or EXPERIENCE :**

* Some college experience required. Early childhood education or psychology background preferred, but all majors encouraged to apply.

*To apply, submit a resume and cover letter to* [emily.linn@canopynwa.org](mailto:emily.linn@canopynwa.org)  *by April 19.*