



Position: BRIDGES Summer Intern

Reports to: K-12 Program Coordinator

Compensation: Unpaid

Location: 2130 Enterprise St SE. Kentwood, MI

Commitment Period: Cohort 1: June 10-July 11 (June 19th and the week of 4th of July off)
Cohort 2: July 15-August 8

Mission Statement: We support refugees in their journey to become fully participating members of the West Michigan community. We envision a thriving, multicultural West Michigan community where all have an opportunity to pursue a better future!

BRIDGES Summer Interns are responsible for welcoming students in the mornings, assisting with the Summer BRIDGES program, being involved with activities, games, snack, and lunch times, and supporting any needs that arise. Interns must come along on field trips and will assist with various tasks and responsibilities necessary for maintaining and supporting effective services for the students. Tasks include assisting the K-12 Program Coordinator on program needs like collecting attendance, data entry and assisting with other responsibilities.

Training and Evaluation Meetings are required aspects of being an Intern. Training for Cohort 1 will take place on Monday, June 10th and Tuesday, June 11th from 9:00am-1:00pm. Training for Cohort 2 will take place on Monday, July 15th and Tuesday, July 16th from 9:00am-1:00pm. The BRIDGES Summer Program runs from Monday to Thursday, 8:30am-1:30pm, and Interns must commit to all four days a week for at least one of the four-week programs.

Requirements:

- Must be a Michigan Resident or have temporary residency in Michigan
- Currently enrolled in college (Majors in Social Work, Education, Public/Nonprofit Admin, International Relations, and related fields encouraged to apply)
- Strong verbal and writing skills
- Excellent organizational skills
- Proficiency with Microsoft Excel (data entry)
- Ability to work as part of a team
- Ability to work with individuals from diverse backgrounds
- Ability to work with children of all ages (grades K-12)
- Self-motivation to identify and aid students in their educational needs
- Commit to attending consistently on a weekly basis
- Attend required training in person

Key Duties and Responsibilities:

- Under the direction of the K-12 Program Coordinator, request and collect volunteer logs
- Assist in evaluation efforts with student behaviors
- Help with organization
- Other general administrative duties such as filing, copying, printing, communication with K-12 Program Coordinator
- Report progress and/or issues of concern to K-12 Program Coordinator
- Demonstrate teamwork and integrity with staff, fellow volunteers, and students
- Ensure a safe and clean learning environment through assisting with after-program clean up

If interested, please contact Volunteer Coordinator Anna Bundy at:

anna@refugeeeducationcenter.org.

Or go to our website (refugeeeducationcenter.org) and fill out the volunteer form online.