

EACS and CRB's Summer Learning Program: 2014

Volunteer Position: CRB Summer Learning Program Intern

Location: New Holly Learning Center, Seattle, WA and CRB Seattle Offices, International District Seattle

Hours: Minimum 10 hours per week; Time split between Summer Learning Program and CRB offices

Dates: Monday-Friday from 1PM to 5PM, Monday June 30 to Friday August 15

Background: The Coalition for Refugees from Burma (CRB) has been assisting refugees from Burma and around the world since 2006. CRB's mission is to provide culturally and linguistically appropriate humanitarian and social support services to improve the living conditions and quality of life of all resettled refugees. CRB intentionally reaches across ethnic, religious and language barriers to foster community cohesion and build capacity.

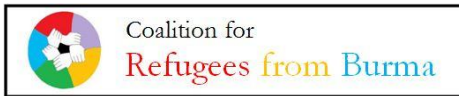
The mission of East African Community Services (EACS) is to develop and strengthen the capacity of East Africans in King County at individual, family, and community levels. The population EACS serves is primarily Somali, ranging from newly arrived refugees to citizens who have been living here for over a decade, from farmers to former university professors, and from infants to elders.

Scope of Work: For the 2013/2014 school year, CRB has partnered with Seattle Public Schools to provide services that will help to ensure refugee youth are successful in school and beyond. This summer, CRB, in partnership with EACS, is planning a 5-week **Summer Learning Program** for approximately 50-70 refugee and immigrant students. **EACS and CRB's Summer Learning Program** targets newly arrived refugee youth and immigrant students who are in need of additional academic support.

Position Summary: The **CRB Summer Learning Program Intern** will work closely with the CRB's Youth Programs Coordinator and EACS' Volunteer and Education Coordinator to organize, structure, and implement the **Summer Learning Program**. The **CRB Summer Learning Program Intern** will also be responsible for administrative duties such as maintaining youth program attendance records, monitoring student progress, and updating student information. In addition to administrative tasks, the **CRB Summer Learning Program Intern** will have the opportunity to engage students in daily academic activities and provide logistical and classroom support to Summer Learning Instructors. Individuals will volunteer divide their time between **on site at the New Holly Learning Center, Seattle, WA (1pm-5pm)** and **CRB's Main Office in the International District**, for a minimum of **10 hours per week**. They will be expected to make at least an **8-week commitment**, Monday June 30 to Friday August 20 and retain a consistent, reliable schedule.

Essential Job Functions:

- Regularly track attendance and follow up with families if necessary.
- Participate STEAM enrichment field days.
- Provide feedback to CRB and EACS' staff on a consistent basis.
- Assist Youth Programs Coordinator to train and supervise program volunteers.
- Assist in the maintenance of volunteer records, including intake paperwork, background check information and timesheets.
- Take photographs and conduct brief-informal interviews with students and volunteers.
- Develop and prepare articles and outreach materials for the CRB newsletter.
- Regularly post program updates and information on CRB's website and Facebook page.
- Assist Youth Programs Coordinator in the analysis of the Summer Learning Program data and prepare impact report designed to assist CRB in preparing future proposals.



Position requirements:

- Comfort and interest in working with refugees from a variety of backgrounds, including those with limited formal education and/or English literacy skills.
- Excellent project management skills; ability to complete project with goals and deadlines.
- Strong communication, writing, and cross-cultural skills.
- Well organized and able to multitask.
- Ability to work both independently and as part of a team.
- Proficient in Microsoft Word, Excel, and PowerPoint.
- Experience with social media desired.
- Exceptional organizational skills and the ability to multi-task.
- Participation in a volunteer orientation prior to beginning volunteer service.
- Must be at least 18 years of age.
- Background check and fingerprinting is required by Seattle Public Schools (at no cost to the volunteer).

Benefits:

- Gain valuable experience working with refugee and immigrant youth
- Gain management skills in non-profit environment
- Build your resume and network with multiple non-profit partners (such as The Pacific Science Center and Bike Works!)
- Earn Service Learning Credits

To apply for this position, please send resume and statement of interest to swhalen@allburmarefugees.org.