

IRIS is Connecticut's largest refugee resettlement and immigrant services agency and the only one resettling refugee families statewide. Each year the US government invites a small number of refugees to resettle in this country. The front-line work of resettlement is done by local agencies like IRIS. In addition to refugees, IRIS also serves asylum seekers, asylees and other immigrants seeking to more fully achieve their potential, as well as that of their families.

## **Children's Summer Learning Program (SLP) Intern (Summer Only)**

- Commitment: 2 months minimum, to begin early June through early-August
- Mode and location: In person, masked and socially distant, at a location to be determined in New Haven, CT
- Hours per week needed: 15 – 30
- Days/times preferred: Monday through Friday, 8:30am – 1pm with additional hours according to intern's availability
- Program description: Summer Learning Program interns will assist with the coordination of daily programming for refugee and immigrant students who are enrolled in the IRIS Summer Learning Program (SLP). The students are part of a program serving approximately 200 students overall between the ages of 4 and 18. The students will usually be divided into separate age and level appropriate groups to promote academic and social success. SLP interns assist in all levels of program implementation, from activity planning and outreach in the weeks leading up to the program, daily coordination during the program, and data collection and cleanup in the week after the program ends. Interns work as a part of a team alongside SLP teachers and IRIS education staff and volunteers.
- Requirements: Interns must have prior teaching experience and have spent time working in a classroom with children, or must have significant experience communicating effectively with and working alongside English language learners. Interns must be willing to conduct outreach over the phone to immigrant families, sometimes using an interpreter. Interns should have a commitment to anti-racism. We hope to attract interns who identify with groups who have been historically underrepresented in the nonprofit sector and who are excited about working alongside refugee and immigrant youth to navigate their identities in a multiracial and multicultural learning environment. Additional language skills in Pashto, Dari, Swahili, and Spanish are especially helpful though not required.

- Duties: Interns will assist with at least one of the following areas of program coordination:
  - Data management and attendance: Work alongside IRIS staff to familiarize yourself with education spreadsheets and create SLP outreach list, student classroom lists, classroom schedules, and attendance tracking sheets. Update regularly as students are registered for the program. Communicate regularly with IRIS staff and SLP teachers to give estimates of expected attendees and to identify gaps in outreach. Once the program begins, you will be stationed every day at the entrance of the SLP program to greet families, conduct COVID safety protocols, and check them in for the day, including taking attendance. Throughout the program, regularly identify which families are not yet attending or have stopped attending and alert IRIS staff and SLP outreach intern to conduct extra outreach to those families. After the program ends, aggregate attendance and other tracked data to make a small report about the program's successes and limitations and lessons learned for the next summer.
  - Outreach, registration, and student retention: Serve as the primary outreach specialist to reach out to and register 70+ immigrant families for SLP. Conduct outreach over the phone and, when necessary, reach out to volunteer interpreters and schedule their help to reach out to families who speak beginner English. Coordinate with IRIS staff and interns to assist you with outreach to particular families as needed. Ensure that every eligible family receives enough information about the SLP program in their preferred language to decide whether or not to participate. For those who choose to participate, help them register for the program, receive bus passes, and learn how to ride the bus to the program (including meeting families at their homes and teaching them how to ride the bus to and from the SLP location, as needed). Throughout the program, work with the data management intern and IRIS staff to identify registered families who are not attending and reach out and offer support to those families to help them attend.
  - Enrichment activity planning: Identify potential enrichment activities and guest enrichment partners for the SLP program in areas such as art, STEM, music, physical activities, and environmental education. Reach out to guest partners or organizations and work together to plan activities based on their expertise and SLP students' interests, needs, and age-level appropriateness. Make and maintain a calendar of activities and contact list of enrichment partners. Throughout the program, check in regularly with any upcoming enrichment partners and with SLP teachers and students to prepare them for the activities. Assist in coordinating activities on the day of to ensure they go smoothly. Follow up with guests, teachers and students to get feedback to help guide future activities.

Note: For interns who are also excited about working directly with students, there are opportunities to add to your duties above and to serve in an SLP classroom and/or as a youth mentor in IRIS's summer youth leadership program (for high school immigrant students) on weekday afternoons. However, interns will generally need to commit to one of the three sets of duties above as their main responsibilities.