



Employment Program Internship

Internship Position:	Adult ESL Internship
Organization Name:	RST, Fort Worth
Hours per Week:	Minimum 15hrs
Length:	Minimum 1 semester
Compensation:	Unpaid, mileage reimbursement available
Availability:	Summer/Fall/Winter/Spring Semesters

Agency Description: Refugee services of Texas, Inc. (RST) was founded in 1978 and is a nonprofit social service agency dedicated to resettling and providing social services to refugees, asylees and survivors of trafficking. RST resettles refugees, asylees, and victims of human trafficking from thirty different countries of origin with the majority of clientele currently originating from Burma, Bhutan, Iraq, Cuba, the Democratic Republic of Congo (DRC), Eritrea, and Somalia. RST's mission is to provide quality services guided by principles of human compassion and dignity.

Internship Description: This position is open to students who are willing to lead in a continued effort to orientate refugees so that they may become self-sufficient and integrate successfully into their new community through language.

Responsibilities:

1. Develop teaching methods utilizing existing technology to be used in an ESL classroom. These will be various programs that are available for teaching ESL more effectively in the classroom.
2. Develop teaching methods utilizing existing technology to be used OUTSIDE the ESL classroom to allow students to practice and gain additional skills.
3. Teach existing technology to traditional teachers to be used in the classroom.
4. Teach existing technology to students during a traditional ESL class.
5. Prepare reports – must report out to the Education Coordinator on a weekly basis regarding progress, summary of activities, issues and concerns and recommendations for improvement
6. Prepare a concise teaching guide for teachers to follow when teaching ESL through technology.
7. Mentor a newly arrived family or individual, duties may include:
 - a. Meet with your family/individual one to two times per week for a total of 3 hrs.
 - b. Transportation to appointments, filling out client centered documents, teaching ESL, sharing American culture, introducing them to Fort Worth.
 - c. Assist in the coordination of services, including: housing, medical appointments, job training, inter-agency referrals, and crisis intervention.
 - d. Work closely with Case Managers and maintain a high level of organization in documenting activities within client case files and computer databases.

Qualifications:

1. Professionalism, willingness to work with diverse populations and a commitment to social justice issues
2. Familiarity with technology in various forms.
3. Familiarity with refugee issues

Skills: Skills include computer/social media competency, excellent organizational skills, ability to meet deadlines, and effective verbal and written communication skills. Applicant should be mature, self-starting, and comfortable working within a fast-paced environment and with little supervision.

Application Instructions: For consideration, please submit a resume, cover letter and availability to fortworth@rstx.org with subject line ESL Internship. *Please inquire about details if academic credit is desired.*