



# Refugee Development Center

## Summer 2026 General Internship Application

**About the Organization:** The Refugee Development Center (RDC) is a vital 501(c)(3) organization that was created in 2002 to provide a unique, unduplicated service in the mid-Michigan area. As a small grassroots organization, we have grown to be the “go-to” agency for working with refugees in the region. By providing formal and informal learning opportunities, the center aims to be an open and inclusive place for refugees to learn and locate the resources they need to flourish as residents and citizens.

**Our Mission:** The mission of the RDC is to cultivate a welcoming, thriving community that collaborates with refugees and newcomers through education, engagement, and support. Learn more at [www.refugeedevelopmentcenter.org](http://www.refugeedevelopmentcenter.org).

**Overview:** RDC is looking for motivated interns who will participate in indirect and direct service responsibilities during RDC programming for summer 2026 (June 1st - August 14th). This internship will offer a comprehensive experience in refugee post-resettlement programming at the RDC. Interns are placed across RDC programs to provide support in the classroom, assist in program management administrative duties, and be a welcoming face at the center. **This internship is in-person and takes place out of RDC's Newcomer Center in south Lansing.**

*\*This is an unpaid internship. We are able to partner with academic institutions offering credit for internships. If applicable, please include any academic requirements in your application.*

**Hours:** The RDC runs programs Monday and Wednesday, 9-5pm and Tuesday and Thursday 9-7:30pm; **interns must have availability within this timeframe that corresponds with the program they are applying for.** Fridays are administrative days typically reserved for staff and team meetings, plus data work. Nights and weekends may be required depending on the internship. Hours vary depending on the internship and the individual. **Our summer semester runs June 1st - August 14th** (flexible end date may be available upon request). **On average, 8-15 hours per week** (option to add more hours to fulfill requirements are available).

### General Qualifications:

- English language fluency
- Basic Computer Skills
- Ability to work with adults from a diverse background
- Demonstrated cross-cultural sensitivity
- Speakers of Arabic, Dari, Farsi, French, Haitian Creole, Kinyarwanda, Pashto, and Swahili are encouraged to apply
- Reliable form of transportation is required

**To apply:** Fill out this [google form](#) and email resume and cover letter to Savanna at [info@rdclansing.org](mailto:info@rdclansing.org). Applications will be accepted and reviewed until **Sunday, April 12th, 2026 at 11:59pm**. **Incomplete applications will not be considered.** Interviews will be conducted **in-person** starting **April 6th, 2026**. Final decisions will be made by May 1st, 2026.

### Available positions (see below for descriptions):

- English Teaching (ESOL)
- Youth Development (K-12)
- Childhood Development (Ages 0-5)
- Welcoming and Intake
- Pathway Support

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### English Teaching (ESOL)

English to Speakers of Other Languages (ESOL) Interns will work as a teacher's assistant in adult ESOL classes. Interns will be expected to interact with students and lead small group conversations, assist in creating lesson plans, materials and activities, assist in leading and managing volunteers, and maintain program data and general administrative assistance. Opportunities available to gain experience teaching in the classroom.

#### Responsibilities:

- Assist student needs, track trends, and produce growth reports
- Assist during lessons and preparing curriculum and materials for class
- Independently interact with students and lead small group activities
- Assist in program management administrative duties
- Assist with all RDC programs as assigned

**Program specifics:** Adult ESOL programming takes place Monday-Thursday from 9:30am-11:30am, 12:00pm-2:00pm, and 5:30pm-7:30pm (Tu/Th ONLY). ESOL Interns must be able to commit to at least two classes/week during the morning, afternoon, OR evening class times. Additional hours for planning and data support will be on Fridays or as the intern's schedule permits. *\*Individuals with experience or interest in teaching English language learners are encouraged to apply!*

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### Youth Development (K-12)

This internship will offer a comprehensive experience in refugee post-resettlement programming at the Refugee Development Center. Interns will be involved in indirect and direct service responsibilities in our Youth Programs (grades K-12). School-aged services help newly arrived refugee students through activities and lessons including English, academic support, cultural immersion, sports, arts, and field trips to places like the science museum, public parks and gardens. This program takes place at RDC's Newcomer Center in south Lansing.

#### Responsibilities:

- Assist teachers of English language learning students during lessons
- Lead small groups of students in activities
- Assist in preparing curriculum and materials for classroom activities
- Recording and analyzing class data and attendance

**Program specifics:** Summer camp takes place Monday-Thursday from 8:30am-2:00pm. Youth Development interns must be available to provide direct service during summer camp. Youth Development interns should be comfortable with creating lesson plans. Strong writing and interpersonal skills are expected. *\*Individuals looking to grow leadership and relationships-building skills are encouraged to apply*

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### Childhood Development (Ages 0-5)

Childhood Development Interns will be involved in indirect and direct service responsibilities in our First Steps early literacy program (ages 0-5). This is a unique opportunity that allows individuals to engage with the entire family while supporting little ones to meet developmental milestones. Childhood Development Interns will have the opportunity to engage in parent education, assist with lesson planning, and participate in RDC programs. Opportunities exist to work alongside partner organizations and programs such as: Ingham ISD, Parent and Child playgroups, and childhood music.

#### Responsibilities:

- Assist teachers of early literacy students during programming; managing safe play, crafts, learning
- Lead small groups of students in activities
- Assist in program management administrative duties, including recording and analyzing class data
- Assist with all RDC programs as assigned

**Program specifics:** First Steps programs take place Monday-Thursday from 9:30am-11:30am and 12:00pm-2:00pm. Child Development Interns must be available to provide direct service during first steps programming. Ability to work with youth ages 0-5 from a diverse background is required. Child development interns should be comfortable playing and being silly with children. *\*HDFS, Child Development, and similar majors are encouraged to apply!*

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### Welcoming and Intake

Welcoming and Intake interns serve as a friendly and welcoming face, greeting students and guests as they arrive at RDC's Newcomer Center. Welcoming and Intake interns support new-student registration and triage of student needs. This requires bridging communication gaps to collect demographic information, schedule appointments, and address student concerns. Other duties include making copies of materials, filing paperwork, tidying the Welcome Desk area, supporting the Teatime program, and assisting other teams as needed.

#### Responsibilities:

- Working with English language learners to support intake process
- Manage and maintain Welcome Desk and Teatime supplies
- Accurate and neat handwriting in the collecting of student information
- Assist with all RDC programs as assigned

**Program specifics:** The Welcome Desk operates Monday and Wednesday 9:00-5:00pm and Tuesday and Thursday 9:00-7:00pm. Welcome Desk interns must be available to provide direct service during some program hours. *\*Individuals who excel in a fast-paced working environment encouraged to apply*

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### Pathway Support

The Pathway Team at RDC manages the Resource Room, along with educational workshops and events, working closely with other RDC Teams and partner organizations to fill educational needs in our newcomer community. The Resource Room provides students the opportunity to receive drop-in support for computer skills, English practice, as well as getting help with resumes and employment assistance, library cards, copying documents, and more! It also offers a driving simulator, class, and tutoring sessions to help students study for their written permit exam.

Pathway interns will work alongside the Pathway team to assist students in the Resource Room, Driving Class, and Educational Workshops. Pathway interns will become familiar with RDC's driving simulator and Resource Room activities; they will support students during lessons and help train volunteers in this program. Pathway interns will help create and adapt new resources for the Resource Room to help students with a variety of life skills.

#### Responsibilities:

- Create materials to support Resource Room and educational workshops
- Support students in the Resource Room. Operate the driving simulator and assist volunteers and students with driving simulators.
- Identify gaps within Pathway program; identify resources to aid workshops and resource room activities
- Track attendance and data related to Resource Room and Workshops

**Program specifics:** Pathway interns must be available during Resource Room and workshop times to provide direct service: 2:00-5:00pm Monday-Thursday. Some evenings and virtual Friday hours available upon approval. *\*Individuals with education backgrounds, who are organized, patient, and have strong attention to detail are encouraged to apply*