



Summer Literacy and Book Club Internship

Summer Literacy and Book Club Intern will work closely with GVP's ESOL/English Literacy teacher to create curriculum for ELA, Guided Reading, and Literacy support for all Content Areas. In addition, the intern will work with Book Club Leaders and volunteers to support roughly 25-50 refugee English language learners in the weekly Summer Book Club Program through small group work, planning, and data collection/analysis. The internship will include work at GVP to prepare materials for the book club. Interns will be given an opportunity to gain experience working with curriculum for learners at a range of proficiency levels and with highly experienced English language, literacy, and content area teachers. One position is available.

Schedule

Interns must be available to work at Global Village Project, from 9:00-1:00 Monday-Friday, as well as 2:00- 6:30pm the Tuesdays of book club. Summer 2018 Dates: **June 5, June 19th, June 26th, July 3rd, July 17th, July 24th**. There will also be a half-day field trip at the end of the session, date TBD.

Intern responsibilities may include:

- Prepare and organize GVP curriculum materials
- Leading a small group of students during book club
- Ordering and organizing books and materials
- Setting up and taking down book club materials
- Communicating with volunteers via email and in person
- Compiling survey data, using paper surveys, Survey Monkey, and Excel
- Organizing a book swap
- Provide logistical support for book groups
- Assist in identifying books at variety of reading levels and create reading bins and teaching plans
- Assist with planning book group discussions and facilitation
- Provide critical communication support to help volunteers and readers know goals for each week, reading lists, etc.
- Document ESOL curriculum - learning outcomes and book selections, questions for discussion, etc.

Required Qualifications:

- Organizational skills; detailed oriented; works well independently

- Proficiency with computers, particularly Google Drive and Microsoft Office Suite
- Cultural competency and understanding of working with marginalized communities
- Flexibility and a willingness to learn
- Passion for working with teenagers
- Patience and a positive attitude
- Must have transportation to GVP in Downtown Decatur

Preferred qualifications:

- Be currently enrolled in an education program or closely related discipline, with an interest in ESOL, literacy, refugee learners, and/or learners with limited previous formal education
- Candidates who have taken Children’s Literature course or ESOL courses/training

Internship Supervisor: Anne Garbarino, Literacy Coordinator/ESOL Teacher

Volunteer/Intern Program Manager: Teni-Ola Ogunjobi, Community Engagement Manager

How to Apply:

Please send your resume and cover letter to: taogunjobi@globalvillageproject.org and annegarbarino@globalvillageproject.org. This is an unpaid internship. Intern positions are open until filled. College credit can be arranged.