

PLACEMENT: English School Intern at the Scalabrini Centre of Cape Town

SHORT DESCRIPTION OF THE NGO:

The Scalabrini Centre strives to alleviate poverty by promoting development in the Western Cape and by offering assistance to refugees and their children. The ultimate aim is fostering the integration of refugees/migrants into local communities.

NGO TARGET GROUP:

Refugees and immigrants - mainly from Congo, Zimbabwe, Somalia, Burundi and Rwanda. We also offer services to South African citizens.



PROJECT BACKGROUND:

Education is key to a successful life. One of the biggest obstacles migrants and refugees face when looking for a job is their lack of language skills. The Scalabrini Centre strives to provide an effective low cost service aimed at eliminating this language barrier, focusing on communication skills in order to facilitate a socioeconomic integration while providing opportunities for networking and community building.

Presently the English School enrolls around 350 students per term from a variety of African countries. Classes run from Monday to Friday each week, offering five levels from Beginners to Advanced. When clients are newcomers, they need special attention and a fast learning process to facilitate their new life in Cape Town. Therefore, the Scalabrini English School has developed a South African based curriculum designed to assist our clients with their integration in Cape Town. The *English In SA* is taught in several of our beginners' level courses, where clients, along with learning English, learn about their rights as refugees and migrants and the necessary basics to a successful integration. Classes are taught by a team of 10 to 14 volunteer teachers who donate their time. In addition the English School offers the Read and Write programme for those students who struggle with literacy. Our extracurricular programme, English Alive, offers students the opportunity to participate in: Drama Group, Debate, Tai Chi, Afrikaans, Film Screenings and Body Mapping Workshops at no additional cost. At the end of each course students have the opportunity of writing a test and receiving a certificate at graduation.

The English School intern is mainly responsible for the day to day administration and management of the school. This includes planning for and helping to execute large events such as graduation, exams and registration together with the English School Manager, along with small daily tasks. The intern is expected to help manage and act as liaison with the volunteer teachers as well as the students and help to represent English School at Scalabrini Team Meetings and events. The intern will also teach a class two afternoons a week.

Additionally, the English School intern is encouraged to contribute to the development of the school through the generation of ideas, activities or projects. The internship offers lots of learning and development opportunities. The working environment of the English School Intern is highly interactive; working when necessary with other departments such as Advocacy and EAP as the English students are often their clients too, you are exposed to learning about the legal problems students face with

documentation and the way the law functions in South Africa, the lives of refugees in their country of origin through conversing with them, the reasons for their departure, life within their new community in South Africa, their struggle to fit in as newcomers and much more. Offering them the language education they need to build their new lives is just as rewarding for the intern as for students. It's all about making a positive change in their lives.

Lastly, leaving your own mark at Scalabrini is possible. Whilst the beginning, mid and end of term are very busy periods, there is room enough for personal creativity during the remainder of the term. This means that personal projects are possible! In the past, interns have developed projects such as a digital literacy course aimed at newcomers, a nutrition course, and an HIV awareness course, and there are some many more opportunities!

Intern Key Responsibilities:

- Assisting with the smooth running of registration (including placement test, data capturing, interviewing clients about their legal status)
- Preparing required stationary for students
- Receiving day to day queries from both teachers and students
- Collaborating with teachers about updates for final exams, compiling final versions and facilitating the test taking
- Coordinating bi-monthly teach functions
- Planning graduation in conjunction with English School Manager and All-Rounder volunteers
- Teaching an English Class two afternoon per week

REQUIREMENTS:

- Highly organized and responsible
- Good computer skills: typing, formatting documents (MS Word and Excel), internet research
- French language skills preferred
- Experience teaching English as a foreign language an asset
- Enjoy working with people of different cultures and learning from them
- Minimum age 20 preferred
- Open minded and creative
- Independent and initiative taking oriented

COMMITMENT:

Monday – Friday, 8:30AM – 4:30PM
4 month commitment required

LOCATION WHERE THE VOLUNTEER WILL OPERATE:

Scalabrini Centre, 47 Commercial Street, Cape Town 8001

For more information or to apply to be a Scalabrini Centre Intern, please contact
Amanda Kirk at operations@scalabrini.org.za or 021 465 6433