

Service Opportunity Data Sheet

Mennonite Voluntary Service

Great Plains Office, Box 347, Newton, KS 67114; 316/283-5100
Great Lakes Office, Box 370, Elkhart, IN 46515; 574/294-7523



This form may be submitted by e-mail or through regular mail. MVS staff may edit position descriptions. Please be as thorough as possible in describing the agency, the position responsibilities and the qualifications. The descriptions are not limited to the space below, use extra pages, etc. Notice a detailed description of the agency is required and you must include an agency contact, address and telephone number.

Unit: Elkhart, Indiana

Date: 6/1/06

Position Title: Teacher Assistant

Organization/Agency Name: Elkhart Child Development Center

Agency Contact: Paula Mumaw

2121 Prairie Street

Elkhart, IN. 46517

574-293-5316

1. Description of the organization and its work (include some history of the agency and the population or type of people they serve):

The Elkhart Child Development Center (ECDC) was the first child care facility accredited by the national Academy of Early Childhood Programs in Elkhart County in the mid-1990s. ECDC cares for 134 children between the ages of two and six. The mission of the ECDC is to serve low and moderate income families and children who come from single-parent families.

ECDC was incorporated in 1969 in the basement of the Prairie Street Mennonite Church and moved its current location at the corner of Prairie Street and Lusher Ave. in 1981. The nonprofit is governed by a volunteer Board of Trustees who represents the parents, representatives from the business and religious communities.

2. Detailed position description (include whether position is full time or half time):

This full time position will assist the lead teacher in carrying out all classroom activities and responsibilities:

Duties will include:

1. Plan activities and classroom schedules with lead teacher.
2. Assist with lunch and snack preparation
3. Complete class paperwork as needed.
4. Assist in planning activities.
5. Carryout planned activities with the children- small and large group, story time, music etc...
6. Assist with housekeeping duties.
7. Assist children with the transition times throughout the day.
8. Insure clear communication is carried out with the parents.
9. Carry out other responsibilities as assigned by the Director.

3. Qualifications:

1. At least 18 years old.
2. High school graduate.
3. Passion and interest in the social, physical, emotional and intellectual development of children.
4. Complete CPR training within the first three months of volunteering.
5. Complete 12 hours of in-service training each year of employment.

4. Worker's Compensation? Yes or No.

5. Comments:

ECDC serves the neighborhood where Prairie Street Mennonite Church is located and provides financial and volunteer support to the organization.

Approved by Local Leadership _____ Date _____

Approved by MVSO: _____ Date _____