

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: November 20, 2007

Position Title: Garden Coordinator

Organization/Agency Name: Tolson Center

Agency Contact:

Name: Clarence Thomas

Address: 1320 Benham Ave.

Elkhart, IN. 46516

(574) 295-6456

clarence.thomas@coel.org

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

The Tolson Center is an educational and recreational center in the South Central neighborhood of Elkhart. It serves racially diverse community. The Center is part of the Elkhart Parks and Cultural Resources division of the City of Elkhart.

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

The Tolson Center Volunteer/Garden Coordinator schedules individuals and groups for service at the Tolson Center and in the Garden. Responsibilities include development, planning, implementation, and evaluation of all Volunteer and Garden programs on and off site.

Other responsibilities include:

- Assist program staff in organizing, tracking, and retaining Tolson Center volunteers.
- Oversees operations of the Volunteer and Garden program.
- Supervises and directs volunteers.
- Assesses the volunteer and garden program, prepares and submits proposals to organizations and individuals to ensure program implementation and success.
- Promotes the volunteer and garden program among the general public via speeches, news releases, newspaper articles, psa's and newsletters.

3. Qualifications:

- Ability to direct assigned volunteer personnel, develop work assignments, and provide training opportunities and corrective instruction.
- Scheduling, tracking, and ability to retain volunteers.
- Possession of a valid drivers license and a safe driving record
- Ability to work on several tasks simultaneously and complete assignments effectively amidst frequent distractions and interruptions.
- Ability to work alone and with others in a team environment, often under pressure and time restraints.

4. Worker's Compensation? Yes or No.

5. Comments:

The Tolson Center is a Drug Free Workplace. Therefore, a post offer, pre-employment drug screen is required. Random drug testing may be conducted after employment.

Approved by Local Leadership _____ Date _____

Approved by MVSO: _____ Date _____