

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: May 16, 2008

Position Title: Life Skills Class Assistant

Organization/Agency Name: individuals & Families in Transition (iFiT)

Agency Contact:

(Name) Cyneatha Millsaps

(Address & telephone & email)

101 E. Hively Ave.

Elkhart , Indiana 46517

(574) 295-6596

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

iFiT is committed to assisting families, youth and individuals as they work through various life challenges. They offer encouragement, empowerment and direction as we help our clients preserve their dignity and respect

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

Assist in facilitate group meetings to educate and support youth, individuals and families with information to assist them acquire skills for various life situations.

Client Service Expectations:

1. Assist in facilitating group meetings as scheduled.
2. Assist in providing updated and relevant education regarding group topic.
3. Assist in utilizing a wide range of educational/support oriented modalities, focusing on the specified life skills program.
4. Assist in utilizing group dynamics to explore solution-oriented skills that lend to positive life changes.

5. Assist in participating in communication/discussions to maintain high standards for the specified life skills program.
6. Assist in maintaining appropriate equipment and supplies as needed (including but not limited to locking up program equipment, purchasing supplies and snacks as requested).
7. Assist in following the curriculum assigned to the specified life skills program.
8. Assist in documenting attendance and communicating to appropriate staff.
9. Assist in planning, developing, and marketing of the specified life skills program.
10. Any other duties as requested.

3. Qualifications:

High School education or GED required. Extensive knowledge and experience in working with children. Understanding of developmental stages and expectations of children. Must be sensitive to issues of cultural diversity.

4. Worker's Compensation? Yes or No. TBD

5. Comments:

Approved by Local Leadership _____ Date _____

Approved by MVSO: _____ Date _____