

Love I.N.C.

Allegan L.I.F.E. Skills Program Leader/Office Support Position Description

This is a 20 - 25 hour-a-week position providing leadership and staff support of the L.I.F.E. (Learning In Faith and Everyday) Skills Program on Thursday evenings at Corner Bible Church and as the Allegan office support staff on Tuesday and Thursday afternoons. This position is supervised and reports directly to the L.I.F.E. Skills Program Director.

Interested persons please send resume to: jean@loveincnwa.org

Qualifications:

- Desire to share Christ's love to people in need through word and deed
- A heart of compassion to care for and understand people's needs.
- A perspective of hope and the gift of encouragement
- Experience in casework and working with populations in need (areas of social work or helping ministries desired).
- Program and volunteer leadership experience
- Works well in a team setting
- Shows initiative and self-motivation capabilities
- Understands financial and budgeting concepts

Other Skills and Gifts:

- Relates well to people
- Calm during a crisis
- Discernment
- Detail orientated
- Computer skills in word processing and spreadsheets
- Good verbal skills in speaking with individuals or groups

Life Skills' Responsibilities:

- Work with the LIFE Skills Director and other LIFE Skills staff in planning and administering the program
- Provide staff leadership of the Thursday night LIFE Skills Program
- in the future returning to Allegan on Tuesday evenings.
- Provide case management of clients identified by the LIFE Skills Director
- L.I.F.E. Skills related work as assigned by the L.I.F.E. Skills Program Director

Allegan Office Support Responsibilities:

- Office set-up and take-down and stock inventory of office supplies
- Schedule Allegan office volunteers for front desk and intakes
- Assist Executive Director with Allegan Church relationships
- Attend Allegan Co. inter-agency meetings
- Schedule Executive Director's presentations for Allegan Co. agencies/ministries

Work Schedule:

- Tuesday and Thursday Allegan office
- Thursday 4:30 to 8:30 Life Skills providing cases management and program support until Allegan Life Skills reopens on Tuesday evenings in Allegan
- Monday Hamilton office
- Mandatory quarterly staff meetings

Compensation: To be discussed.