

JUBILEE FAMILY DEVELOPMENT CENTER



Job Title	Life Coach
Reports to	STEM Director
Department	Jubilee STEM Center
Location	Jubilee Office @ 1512 Florida Avenue, Lynchburg, VA 24501

GENERAL DESCRIPTION

- Actively engage with clients in both the center and in the community
- Communicate regularly with STEM Director & Program Director with plan feedback in order to ensure quality and effective planning
- Use positive communication strategies to motivate clients to work on and reach their goals
- Use variety of strategies to assist clients in understanding and effectively dealing with their own social skills
- Assist clients to implement difficult changes or adjustment in order to meet their goals
- Monitor, evaluate, and collect data on client's progress and targeted skills
- Record data consistently and accurately in consonance with specific guideline
- Provide encouragement and constructive feedback to all clients
- Engage clients in ongoing discussions about their individual goals
- Develop and facilitate life skills sessions and individual programs for youth
- Plan and implement vocational programs and opportunities for youth
- Instruct clients on how to manage everyday tasks to help them gain independence and move forward in life
- Work one-on-one or in small groups to help clients with unique challenges to develop basic life skills
- Fix meetings with clients on a weekly or monthly basis depending on the client's situation.

WORK EXPERIENCE REQUIREMENTS

To work in this career requires at least a degree in guidance and counseling program or in other fields such as psychology. Prior experience in mentoring, counseling, social work and other related fields.

To be effective on the job and succeed in the career, the qualities to have as a life coach include ability to motivate, patience, and having good communication skills.

EDUCATION REQUIREMENTS

- Bachelors/Associate's Degree Education and Training: To become a life coach requires at least an bachelors/associate's degree in guidance and counseling or in other relevant fields such as psychology and sociology.
- Encouragement: Life coaches have ability to encourage clients on personal development rather than dwelling in the past problems and issues that make them feel irrelevant or a failure.
- Communication Skills: They must have an excellent communication skill in order to reach out to their client's problems.
- Confidence: They essentially seek to reinstall an individual's faltering confidence and ensure they have it within themselves to live up to their potential.

Send resume to: Jubilee Family Development Center via e-mail:

swilder@jubileefamily.org

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