



Life Coach Job Announcement

The Jubilee Family Development Center seeks an energetic, self-motivated person to recruit students for classes and trainings in the Astronaut Leland Melvin STEM Center and Bev Cosby Outreach Center at Jubilee, and then help them to succeed in those classes, trainings, and finding improved employment. This position reports directly to the Jubilee STEM Director. This position is 40 hours per week, Monday through Friday, with some Saturday events.

JOB DESCRIPTION:

- Life coaches help their clients to remove limiting beliefs and replace with can do spirit
- 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 guidelines
- 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.

JOB QUALIFICATIONS AND RESPONSIBILITIES:

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 is recommended. 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 good communication skills.

WHAT IS A LIFE COACH?

1. What Does a Life Coach Do? Life coaches are responsible for guiding people that are confused on what to do with their lives; they support the goal setting, personality growth, and behavior modification of their clients.

2. The job description entails helping people to achieve their goals by suggesting different actions necessary to take control of future plans.
3. They may work at hospitals, schools, companies, private institutes and government agencies.
4. Life coaches are skilled at drawing out a person's wisdom to maximize work or personal potentials.
5. They help clients bring about and fulfill new behaviors that will lead to successful communication in business or interpersonal relationships.
6. Life coaches spend quality time with clients to establish goals, lineup priorities, monitor progress, and figure out solutions to setbacks.
7. They are skilled at getting clients to look inward and identify most important choices or take best decisions.
8. This means that the majority of life coaches need excellent business and marketing entrepreneurial skills.
9. A life coach works independently instead of with a team and he/she has to work harder to obtain clients. One of the ways to secure clients is through networking.
10. The role of life coaches involves meeting with clients in person, on the phone, or in video-chat sessions where they handle business-related concerns, interpersonal relationship issues and issues ranging primarily from poor communication skills of their clients.
11. After revealing issues and discussing solutions, the life coach puts a plan into place where the client must reach certain goals by their next meeting.
12. Life coaches support clients to obtain goals which can be anything the client wants to achieve, including things at work, in relationships, and their lifestyle and health.
13. Their work description also entails helping their clients see how they can get ahead, including identifying and capitalizing on their strengths, and holding the client accountable.
14. They help maintain a client's focus towards goal achievement and are responsible for keeping records of clients, which allows one to ensure a match between aspiration and actual performance towards that aspiration.
15. During these status checks, they evaluate client's ability with their capacity to execute and also help to adjust the strategic approach as appropriate.

WORKING CONDITIONS:

Typically working in-person in a normal office environment. Position requires a full range of body motion, including reaching, stooping, kneeling, climbing and walking. May be standing/walking/sitting for extended periods of time. May travel some locally. Some night and weekend work required on a scheduled as need basis.

The Jubilee Family Development Center is located in Lynchburg, VA at the foot of the Blue Ridge Mountains. It is a small nonprofit organization with a longstanding reputation for excellence in community impact and a commitment to diversity. Jubilee offers a competitive salary and benefit package. Interested candidates should submit a cover letter, resume, and three professional references to Executive Director, Jubilee Family Development Center, 1512 Florida Ave, Lynchburg, VA 24501.