



ICS Volunteer Job Description Self-Sufficiency Coach (Life Coach)

Job Title: Self-Sufficiency Coach

Program: All Self-Sufficiency Programs (Single Mom Scholars, RESET, Workforce Development). ICS self-sufficiency programs work with clients long-term to build solutions that focus on stability and community-building. This includes secure employment, higher education, skill building and a close network to keep individuals accountable to their goals.

Job Description:

Coaches work with participants for a minimum of 6-months in a coaching relationship designed to help them meet their goals. A 6-month commitment is required once coaching has started, in order to build trust with participants. Volunteers embody ICS values of Respect, Integrity, Compassion, Collaboration, and Innovation.

Job Details:

- Coaches are paired with participants from the Workforce Development, Single Mom Scholar or RESET programs, many of whom are single mothers or have limited networks of support.
- Coaching sessions are once a month minimum (virtually or in-person as determined by the coach and their participant.)
- Coaches receive ongoing peer support and training through the bi-monthly Community of Practice meetings with other coaches.
- Program staff are available for issues and resources that coaches cannot provide.
- Boundary setting is necessary for an appropriate coaching relationship.

Volunteer Qualifications:

- Willingness to work alongside individuals experiencing poverty without a lens of judgement or pity (also addressed in training.)
- Willingness to challenge one's own assumptions and biases.
- Willingness to participate in continuing education opportunities.
- Model appropriate behaviors including patience, understating, and reflective listening.
- Attend coach training (4 hours)
- Complete and adhere to coaching agreement outlining appropriate behavior and commitments.
- For virtual meetings, volunteers should have a working Zoom account or ability to set up a Zoom meeting, and reliable transportation if meeting in person.

Location: Remote, or locations for in-person sessions determined by coach and participant.

Time Commitment: Attending 4-hour in-person training and a minimum of 6-months commitment.