



# VRABE

*REGIONAL ADULT BASED EDUCATION*

## Life Coach

Reports to: Site Administrator/Family Learning Coordinator

Evaluated by: Site Administrator/Family Learning Coordinator

Experience: Life coach

General Description:

Life coaches guide clients toward achieving their personal and professional goals through tailored plans, motivation, and ongoing support. Meet with 10 Family Learning Students for 5 weeks for 45 minutes for 2 sessions (Fall/Spring).

Qualifications

- Previous experience in the Field of Life Coach/Mentorship
- Minimum Bachelor's Degree
- 3 years related experience

Duties/Responsibilities:

1. **Client Assessment:** Understand the client's current situation, challenges, and goals.
2. **Goal Setting:** Help clients define clear, achievable goals and create tailored action plans.
3. **Ongoing Support:** Provide motivation, accountability, and regular check-ins to ensure progress for 5 weeks.
4. **Active Listening and Feedback:** Listen attentively, offer constructive feedback, and help clients overcome obstacles.
5. **Problem-Solving:** Assist clients in brainstorming solutions and making decisions.
6. **Personal Growth:** Encourage self-reflection, self-awareness, and skill development for clients' overall improvement.
7. **Confidentiality:** Maintain strict privacy and ethical boundaries, referring clients to specialists when needed.
8. **Progress Monitoring:** Regularly evaluate and adjust plans to ensure clients stay on track and celebrate milestones

70 Loveland Hill Road, Vernon, CT 06066 860-870-6060 [www.vrabe.org](http://www.vrabe.org)

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