



Life Coach Job Description

Job Title:	Life Coach	Job Category:	Youth & Adult Development Workforce Development
Department/Group:	Program Development and Innovation	Job Code/ Req#:	
Location:	Conway and Seton	Travel Required:	Yes
Level/Salary Range:	Commensurate with Qualifications	Position Type:	Full-Time (8 hrs. /day) 10 a.m.-6:30 p.m.
Reports To: Supervises:	Social Worker NA	Date Posted:	ASAP
Will Train Applicant(s):	Yes	Posting Expires:	Open until position is filled
External Posting URL:	http://thesannehfoundation.org/about-us/careers/		

THE SANNEH FOUNDATION

The Sanneh Foundation (Sanneh) is a Saint Paul, Minnesota based 501(c) (3) created to serve the holistic youth development needs of the increasingly diverse Twin Cities metro. Sanneh is a youth-oriented organization with a **dual track** model focusing on participants (clients) and providers (organizational staff) to support both.

THE SANNEH FOUNDATION MISSION

The mission of The Sanneh Foundation is to Empower youth, Improve lives, and Unite communities.

THE SANNEH FOUNDATION CORE VALUES

- Building Community
- Education
- Innovation & Leadership
- Caring & Compassion
- Integrity
- FUN
- Diversity & Inclusion
- Inspiring Excellence
- Character Building

POSITION DESCRIPTION:

As an empathetic member of the Sanneh team, the Life Coach is responsible for guiding Sanneh staff and Sanneh youth who need assistance and support with goal-setting, personal growth, and behavior modification. This individual assists Sanneh staff and Sanneh youth to achieve their goals by developing improvement action plans necessary to take control of their lives and future plans.

Duties performed:

1. Engagement w/Sanneh Staff and Sanneh Youth

- Actively engage with Sanneh staff and youth in both at the Conway Community Center and at the partnering organizations by:
 - Creating an understanding of the three domains of well-being physical, emotional, and cognitive.
 - Leading and coaching style that discusses personal needs and promotes personal goals and professionalism.
 - Developing strategies and development/improvement plans.
 - Keeping records of Sanneh staff and Sanneh youth progress.
 - Meeting with and evaluating Sanneh staff and Sanneh youth.
 - Adjust and align Sanneh staff and Sanneh youth goal strategies as needed.
 - Improving the youths' lives with value and decrease mental health.

2. Communication

- Collaborate with the Sanneh Social Worker and Career Development Specialist to effectively meet the needs of Sanneh Staff and Youth by developing personal and professional career plans.
- Communicate regularly and effectively with the Sanneh staff and Sanneh youth, ensure quality and effective planning for Sanneh staff and Sanneh youth.
- Use positive communication strategies to motivate Sanneh staff and Sanneh youth to work on, make progress, and reach their goals.

3. Strategy and Goal Setting

- Provide encouragement and constructive feedback to all Sanneh staff and Sanneh youth.
- Engage Sanneh staff and Sanneh youth in on-going discussions about their individual goals.
- Develop and facilitate life skills sessions and individual programs for both Sanneh staff and youth.
- Promote Social Emotional Learning for Sanneh youth/adults and staff.
- Assist Sanneh youth/adults with career readiness goal setting(s).
- Plan and implement vocational programs and opportunities for Sanneh youth.
- Instruct Sanneh staff and Sanneh youth on how to manage everyday tasks to help them gain independence and move forward in life.
- Use variety of strategies to assist Sanneh staff and Sanneh youth to understand effectively dealing with their own social skills.
- Assist Sanneh staff and Sanneh youth to implement difficult changes or adjustment in order to meet their goals.
- Schedule meetings with Sanneh staff and Sanneh youth on a weekly or monthly basis depending on their needs.

4. Data Collection, Program Review, Evaluation, and Record keeping

- Record data consistently and accurately in consonance with specific guidelines.
- Work one-on-one or in small groups to help Sanneh staff and Sanneh youth with unique challenges to develop basic life skills.
- Monitor, evaluate, and collect data on Sanneh staff and Sanneh youth progress and targeted skills.
- Complete program review/evaluation related to Sanneh staff and Sanneh youth development.

5. Other duties as may be assigned

Qualifications for Life Coach

Critical qualities and skills, knowledge, and qualifications:

- Ability to celebrate diversity in all its forms, including race, ethnicity, and culture, sexual orientation, gender identity, age, language, abilities/disabilities, socioeconomic status, geographic region, or other defining characteristics.
- Training, work, and/or lived experiences with culturally, ethnically, and socio-economically diverse populations.
- Excellent organizational and time management skills.
- Strong written and oral communication skills applicable to internal and external audiences. This individual must have an excellent communication skill in order to relate to Sanneh staff and Sanneh youth and develop a trusting relationship to empower them to problem solve.
- Ability to be flexible and work well under pressure in a fast-paced, multi-tasking, and team environment.
- Strong computer and technological skills including Microsoft Suite and Google Suite.
- Demonstrated practical experience as a life coach who has the ability to encourage clients on personal development rather than dwelling in the past problems and issues that make them feel irrelevant or a failure.
- Confidence building skills - This individual must use strategies that promote confidence building for Sanneh staff and Sanneh youth.
- Outcome focused with a commitment to continuous improvement.
- Experience with writing grant proposals.
- Ability to pass a background check.
- Must adhere and follow confidentiality due to the nature of relationship with Sanneh staff and Sanneh youth.
- Must be able to develop partnerships with community organizations that can provide support services to Sanneh staff and Sanneh youth as needed.
- Experience related to youth development, staff training, curriculum development, and quality program assessments.

Education:

- Education and Training-Post secondary credential (Associate of Arts) with a minimum of three years relevant practical experience or bachelor's degree in guidance and counseling or social work or in other relevant fields such as psychology and sociology with a minimum of two years of practical experience.
- ***Special consideration will be given to candidates with appropriate Social Work licensure(s).***

HOW TO APPLY

Please send a cover letter, résumé, and three professional references to Ms. Jade Adams, HR Generalist at jadams@thesannehfoundation.org. Applications are accepted until position filled.

Compensation range for this position is commensurate with qualifications.

When writing your cover letter please consider the following questions:

1. Why do you want to work at Sanneh?
2. How can you advance the Diversity/Equity/Inclusion and Social Justice agenda at Sanneh?
3. What opportunities have you had working and collaborating in diverse, multicultural and inclusive settings?

Physical Demands and other notice

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift up to 25 pounds.

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a keyboard; and to verbally communicate to exchange information. VISION: See in the normal visual range with or without correction. HEARING: Hear in the normal audio range with or without correction.

The Sanneh Foundation is an affirmative action & equal opportunity employer. D/V/M/F. Applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affection or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status. If you require accommodation to apply for a position, please contact [Jade Adams](#) at: 651.690.4855 Ext:3

The above is intended to describe the general content and requirements for the performance of this job. We acknowledge that this position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Reviewed By:		Signature & Date:	
Approved By:		Signature & Date:	
Last Updated By:		Signature & Date:	

Life Coach Position Description January 3-2023