



JOB DESCRIPTION

Position Title: Group Coach	Department: Education
Reports to: VP for Education & Program Coach of Mission Accomplished	
Location: Albany Area : Mission Accomplished Offices	
Reviewed By: Human Resources	FLSA Status: Part Time : 15-19 hrs/week

Agency Information :

Mission Accomplished Transition Services, Inc. is missioned to prepare aspiring young professionals for the global economy, by providing access to coaching, job training and professional development.

Upper Hudson Planned Parenthood is to promote healthy sexuality and reproductive choice through exceptional services, honest education and fearless advocacy.

Mission Accomplished and UHPP work in partnership to support millennials with family and career planning. In this role you will work alongside both organizations. Your primary position will be to facilitate group coaching sessions; however at times you will assist UHPP programming.

Summary of Position :

Our Group Coaches understand the mission and vision of the organization. They are individuals who have an extraordinary commitment to making a difference in the health, fulfillment, and satisfaction in the lives of our customers and communities we serve. Group Coaches are inspired individuals who are willing to work alongside seasoned professionals to provide quality group coaching sessions through the Seeking, getting and Keeping the Job Series and Stand ! Speak! ACT! Series.

The Group Coaches will work collaboratively with seasoned professionals and the Program Coach to deliver experiential (learning by doing) group coaching sessions to millennials, ages 13-35, through the above mentioned programs.

The Group Coaches will have a commitment to producing the expected results outlined by the CEO & Founder and will be inspired to: 1. Enhance their personal productivity, 2. Work with integrity and 3. Develop as a more powerful, able, compassionate, and determined professional.

Essential Functions :

- Implement the Positive Youth Development principles
- Work alongside experienced professionals to map out coaching/training plans and design
- Choose appropriate training group coaching methods
- Assist with recruiting candidates to participate in the Seeking, Getting and Keeping the Job Series & Stand! Speak! ACT! Series

- Assist with marketing the Seeking, Getting and Keeping the Job Series & Stand! Speak! ACT! Series via social media, etc.
- Foster relationships with local community-based organizations and academic institutions
- Assure sessions are delivered professionally and effectively to meet the required learning objectives and outcomes
- Research the professional industries associated with the series
- Design and prepare educational aids for group coaching sessions
- Manage the logistics of the coaching sessions, including set-up and clean-up
- Relate topic materials, lecture, and activities to the audience
- Create a motivating and supportive environment
- Challenge program participants to think critically, work collaboratively, be creative and serve as leaders
- Motivate program participants to engage throughout the series
- Serve as a committee member for one Mission Accomplished special event
- Maintain an updated a confidential participant database
- Document the outcomes of each session to determine the impact of each session on the students skills, knowledge and key performance indicators

Qualifications :

- Comfortable and strong public speaker
- The MA team is looking for passionate, entrepreneurial professionals who want to help the company grow and become more visible.
- Desire to work collaboratively as a protégé (mentee) of the seasoned coach
- Maintains enthusiastic, team player attitude.
- Passionate about helping millennials strengthen their personal and professional skills
- Takes the initiative to make “things” happen
- E-mail (for internal and external communication)
- Experience using Google Docs/Dropbox/Zoho Projects/Podio (for organizing tasks and information)
- Skilled in the following software programs : MS Word, PowerPoint, Prezi and Excel to develop and share presentations.

Mission and Culture

- Demonstrates support of UHPP’s mission
- Provides non-judgmental, high quality education to women and men and/or provides high quality support services to staff, clients and community
- Educates clients/co-workers/community on UHPP programs and services
- Keeps up-to-date on current women’s health care issues
- Advocates on behalf of pro-choice, pro-family and pro-women legislation

COMPENSATION

- The Group Coach position pays \$14.00/per hour, with a schedule of 15-19 hours/per week – must be able to work a flexible schedule, including evenings and weekends.

Other:

1. This job description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or management.
2. Management reserves the right to change, assign or reassign job duties, hours, and locations as needed. This document is for management communication only and not intended to imply a written or implied contract of employment.
3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.
4. I understand that UHPP is an “at-will” employer.