PREPARE + PROSPER

WORKING TOWARD A BRIGHTER FINANCIAL FUTURE

FINANCIAL COACH

MONEY MENTORS VOLUNTEER POSITION DESCRIPTION

Financial coaching is a personalized process that helps participants take action to reach their financial goals. Financial coaches do not offer direct advice on financial issues; instead they offer support, resources and encouragement to guide participants to their own answers. The key roles of a financial coach are to empower and hold participants accountable for their financial decisions and actions and to focus on behavior change.

The financial coach guides using the **COACH** model (**c**ompetencies, **o**utcome, **a**ction and **ch**ecking). Financial coaches go through a four-session training on coaching techniques and financial topics. Then, they meet one-on-one with low- to moderate-income individuals to assist in developing the skills needed to increase long-term financial capability. (Note: Volunteers are to refrain from soliciting clients or products.)

Role and responsibilities:

- Help participants gain clarity and develop action steps designed to achieve their financial goals
- Maintain program data to track participants' progress in reaching their financial goals
- Respect participants' financial decisions and goals, confidentiality and privacy

Skills required:

- Ability to respect participants' financial decisions and actions without judgement
- An engaging personality and ability to connect with others
- Empathetic and understanding of the financial challenges facing diverse low- to moderate-income individuals
- Understanding of financial topics including saving, spending, debt, and credit
- Enjoy working in a diverse ethnic and socio-economic environment
- Computer proficient with access to email

"I gained confidence about my finances and recognized I have the ability to control them. There is a type of comfort a financial coach can give regarding finances; it's like a support system."

-2016 Money Mentors participant

Commitment and timeline:

August 2016
Submit an application by Mon., Aug. 15 and interview with P+P staff

September 2016
Complete 14 hours of training on:

- Tues., Sept. 13, 6 - 9:30 p.m.
- Sat., Sept. 17, 9 a.m. - 12:30 p.m.
- Tues., Sept. 20, 6 - 9:30 p.m.
- Sat., Sept. 24, 9 a.m. - 12:30 p.m.

October 2016 through February 2017
Lead financial coaching sessions twice a month on either Tuesday evenings or Saturday mornings and follow-up with 4 participants. It is a monthly commitment of approximately 8 hours.

Locations
Volunteers will lead sessions at our main office in St. Paul off University Avenue near Highway 280. Additional check-ins can be done via email, phone, text or Skype.

To apply, please submit an application via our website, www.prepareandprosper.org.
You may also contact Adam Faitek, volunteer resources director, at adam@prepareandprosper.org or 651-262-2153