

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 **c**hecking). 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:

- Work with participants one-on-one to boost savings, control spending, eliminate debt, or improve credit
- Help participants gain clarity and establish their financial goals
- Respect financial decisions and goals, confidentiality and privacy
- Offer support, resources, and encouragement to guide participants to their own answers
- Maintain program data to track participants' progress in reaching their financial goals

Skills required:

- Empathetic and understanding of the financial challenges facing diverse low- to moderate-income individuals
- Ability to respect participants' financial decisions and actions without judgement
- Understanding of financial topics including saving, spending, debt, and credit
- An engaging personality and ability to connect with others
- 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.

If interested in this position, please submit an inquiry to volunteer@prepareandprosper.org.