



**Position Title:** Life Skills and Career Coach Facilitator

**Organization:** The Youth Haven Network ( TYHN)

**Location:** Remote

**Position Type:** Part-Time, 10 Hours Weekly

**Reports To:** Program Manager

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### **About The Youth Haven Network:**

The Youth Haven Network is committed to empowering marginalized and vulnerable youth by providing essential resources and creating supportive environments where young people can overcome challenges and reach their full potential. We focus on delivering impactful programs, advocating for systemic change, and building strong community partnerships.

### **Position Summary:**

The Life Skills and Career Coach Facilitator is a part-time position responsible for delivering biweekly life skills and career development programs to youth participants. This role involves facilitating workshops, providing one-on-one coaching, and helping participants build practical skills and confidence for their personal and professional growth.

### **Key Responsibilities:**

#### **1. Facilitation of Workshops and Sessions:**

- Lead biweekly workshops and group sessions focused on essential life skills such as communication, financial literacy, time management, and problem-solving.
- Conduct career development sessions, including resume writing, job search strategies, and interview preparation.
- Create and use engaging materials and activities for workshops and coaching sessions.

#### **2. One-on-One Coaching:**

- Provide individualized coaching to youth, assisting them with career planning, goal setting, and overcoming personal challenges.
- Support participants in identifying their strengths, interests, and potential career paths.
- Help mentees develop actionable plans and achieve their personal and professional goals.



### 3. Program Development:

- Contribute to the development and improvement of life skills and career programs based on participant feedback and needs.
- Collaborate with program staff to ensure workshops and coaching sessions align with organizational goals and best practices.

### 4. Participant Engagement:

- Create a supportive and motivating environment to encourage participant growth and confidence.
- Address any concerns or challenges participants may face and provide constructive feedback.

### 5. Monitoring and Reporting:

- Track and document participant progress and program outcomes, providing updates to the Program Manager or Volunteer Services Coordinator.
- Gather and analyze feedback to enhance the effectiveness of programs and coaching sessions.

### 6. Training and Professional Development:

- Attend training sessions and professional development opportunities to stay current with best practices in life skills coaching and career development.
- Continuously seek to improve coaching skills and knowledge.

## Qualifications:

- **Education:** High school diploma or equivalent; coursework or experience in coaching, counseling, education, or a related field is advantageous.
- **Experience:** Previous experience in life skills training, career coaching, or youth mentorship is preferred but not required.
- **Skills:**
  - Strong facilitation and communication abilities.
  - Experience in inspiring and motivating youth.
  - Understanding of career development and life skills training principles.
  - Ability to work independently and collaboratively.
- **Attributes:**
  - Passion for helping youth achieve their goals.
  - Empathetic and supportive demeanor.
  - Reliable and committed to the role.
  - Willingness to learn and adapt.

## Commitment:

- Part-time position with 20 hours per week.
- Biweekly program sessions with flexible scheduling based on program needs.

**Compensation:**

- Expense reimbursement up to \$100 per month.
- Opportunity to make a meaningful impact and gain valuable experience.

**How to Apply:**

Interested candidates should submit a brief statement of interest, a resume, and contact information to [programs@theyouthhavennetwork.com](mailto:programs@theyouthhavennetwork.com). Applications will be accepted on a rolling basis.

Youth Haven Network is an Equal Opportunity Employer and values diversity in our workforce. We welcome and encourage applicants from all backgrounds to apply.