



## **Volunteer Description: Alumni Life Skills Coach**

Mount Tamalpais College (MTC) is seeking volunteers to remotely coach a paroled former student or alum during an online, non-credit, 3-unit life skills workshop series centered on computer literacy, job search/workplace development, and financial literacy. The goal of the pilot is to equip alumni and former students with the day-to-day skills necessary to navigate digital and physical technology, identify and pursue career goals, and understand how to manage and grow their finances at a foundational level. Coaches will work with MTC staff and unit instructors to support participants through email, video conferencing, and phone calls as they learn and practically apply the workshop series content. Each Coach commits to professionally mentoring one alum/former student for the duration of the workshop series lasting 13 to 15 weeks.

### **Unit Overviews**

#### Computer Literacy

Drawing on what we have learned from our alumni/former students and their experiences with reentry, we have identified the need for strong computer literacy training. The goal of the computer literacy unit is to provide participants with the foundational knowledge needed to operate a variety of computers and smart devices, as well as navigate digital tools, applications, and software that are essential to carrying out day-to-day tasks. Participants do not need to have any previous knowledge about computers or digital technology to participate in this workshop.

#### Workplace Success

The workplace success unit aims to continue the learning from the computer literacy unit and will explore the building blocks around finding a career pathway and how to land opportunities within industries of interest. The unit will also explore how to navigate the workplace as well as learn how to maintain a growth mindset to advance career trajectory.

#### Financial Literacy

The financial literacy unit will weave elements from the previous units and provide an opportunity to explore individual relationships to finances, learn about budgeting, banking, saving, as well as develop tools and strategies to set goals and make decisions around financial management.

### **MTC's general shared beliefs and approach encourage coaches to:**

- Be a thought partner for coachee learning and growth
- Employ a growth mindset about themselves and their coachee
- Believe in all participants' ability to learn and achieve at high levels
- Reflect on (racial, ethnic, and cultural, and free-person, etc.) identity and biases when making decisions

### **Overall Responsibilities**

- Meet with your coachee at least once per week for 45 minutes or 3 hours per month via phone call and/or video conferencing to help your coachee navigate and apply the workshop content
- Review workshop content with the progression of the workshop series to be up-to-date on areas to support coachee
- Attend a video conference meeting once per month with MTC staff, coaches, and instructors to assess progress and troubleshoot issues
- Assess, identify, and analyze participant understanding/skill gaps to share with



- instructors and MTC staff
- Complete a bi-monthly summary document to be submitted digitally to MTC staff
- Communicate any issues/concerns/successes to MTC staff

### **Skills and Experience**

- Experience with distance learning
- Experience mentoring in professional capacity to adults with varying backgrounds and learning levels
- Familiarity with Zoom, Google Suite, and LinkedIn
- In-depth knowledge of unit foci
- Ability to work independently and maintain professional boundaries
- Strong reliability and professionalism

### **Compensation**

This is an unpaid volunteer opportunity.

### **Time Commitments**

Coaches commit to:

- Attend a pre-program training
- Meet remotely with their coachee at least once per week for 45 minutes and/or 3 hours per month
- Submit a bi-monthly summary document
- Attend monthly check-ins with MTC staff and instructors.

### **Application Process**

Please send a resume and cover letter to [ddurand@mttamcollege.org](mailto:ddurand@mttamcollege.org) with "Life Skills Coach" and your full name included on the subject line. Resumes and cover letters will be reviewed on a rolling basis and should be **submitted by December 17, 2020 for consideration**. These positions will remain open until filled.