

# Life Coach Job Description

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## **Duties and Responsibilities:**

- Actively engage with clients in both the center and in the community
- Communicate regularly with educational specialist with plan feedback in order to ensure quality and effective planning
- Use positive communication strategies to motivate clients to work on and reach their goals
- Use variety of strategies to assist clients in understanding and effectively dealing with their own social skills
- Assist clients to implement difficult changes or adjustment in order to meet their goals
- Monitor, evaluate, and collect data on client's progress and targeted skills
- Record data consistently and accurately in consonance with specific guideline
- Provide encouragement and constructive feedback to all clients
- Engage clients in on-going discussions about their individual goals
- Develop and facilitate life skills sessions and individual programs for youth
- Plan and implement vocational programs and opportunities for youth
- Instruct clients on how to manage everyday tasks to help them gain independence and move forward in life
- Work one-on-one or in small groups to help clients with unique challenges to develop basic life skills
- Fix meetings with clients on a weekly or monthly basis depending on the client's situation.

## **Life Coach Requirements – Skills, Knowledge, and Abilities**

- Education and Training: To become a life coach requires at least a bachelor's degree in guidance and counseling or in other relevant fields such as psychology and sociology

- Encouragement: Life coaches have ability to encourage clients on personal development rather than dwelling in the past problems and issues that make them feel irrelevant or a failure
- Communication Skill: They must have an excellent communication skill in order to reach out to their client's problems
- Confidence: They essentially seek to reinstall an individual's faltering confidence and ensure they have it within themselves to live up to their potential.