



Circles Coach

Job Description

The Circles Coach is a leader whose primary role is to work within the Circles community, supporting Circle Leaders (program participants), Allies (mentor role), and volunteers. The Coach is the person on whom participants and volunteers call when they have questions or concerns within the Circles community. The Coach has experience working with diverse socio-economic communities, a deep knowledge of poverty, skills in community organizing and volunteer management, and an awareness of the social service resources in the community.

Responsibilities

- Promote a supportive, inclusive, positive culture within the Circles community so all Circle Leaders, Allies, and other volunteers feel supported
- Maintain open and honest communication within the Circles community and work to mediate issues and resolve conflict when needed
- Work with the Recruitment Team to recruit Circle Leaders, Allies and other volunteers
- Oversee the training of Circle Leaders and Allies
- Help oversee the Training Facilitator and Children’s Program Coordinator (when hired)
- Assist with interviews, selection and enrollment of Circle Leaders and Allies
- Run the weekly Circles meetings
- Act as cheerleader to Circle Leaders and Allies, keeping them encouraged and helping to manage expectations
- Work with Circle Leaders to discuss the CLIFF Effect and taking their financial/employment goals into account, plan when they might hit this barrier, work with the Services Team to help identify resources to fill in the gaps
- Assist the Big View Team in coordinating the monthly Big View meetings
- Ensure confidentiality in all communications – both written and oral
- Oversee data collection and input of data into the Circles USA data system
- Report regularly to the chapter’s Director and complete additional tasks as assigned by the Director
- Work with Director to take the Circles model and fit it to our Circles groups, working to improve processes, meetings, attendance, volunteer retention, communications, etc.
- Stay in contact with Circles USA for support and best practices
- Represent Circles in the Cobb community, helping to educate others on poverty, barriers to overcoming poverty, the Circles model and how they can make a difference

This job description is intended to be general and will evolve over time and is subject to periodic updating.

Qualifications

Experience and Education

- Preferred Bachelor’s Degree or equivalent years of experience
- High school diploma or equivalent required
- Management experience a plus
- Nonprofit experience a plus
- Excellent computer skills

Additional Skills Required for Success

- Ability to relate authentically and effectively with people from diverse socio-economic backgrounds
- Excellent interpersonal skills, with a high level of confidentiality, discretion and professionalism
- Ability to delegate tasks rather than “doing it all”
- Ability to remain calm amidst stress or conflict and to mediate disagreements
- Familiarity with available social services in the community
- Ability to negotiate and advocate on behalf of those experiencing poverty
- Excellent time-management and organizational skills, including ability to plan, organize and prioritize workload
- Ability to work both independently and as a member of a team
- Excellent problem-solving skills and the tenacity needed to achieve resolution
- Detail oriented
- Excellent verbal and written communication skills
- A flexible schedule to meet the needs of the Circles community – at least one meeting night per week, currently considering Tuesday or Thursday.

Other Important Information

Position: Part-time, 20-25 hours per week

Pay rate: \$20-\$22 per hour

Location: TBD – combination of in office and work from home

Hours: Flexible

If you have an interest in this position, please send resume to Barbara@CirclesCobb.org.