

Position: Treasure Chest Coach

Location: Remote

Compensation: \$150/session

Duration: Minimum of 12 coaching sessions per year

Summary:

As a Treasure Chest Coach, enjoy working with members from around the world in GEM's virtual community. As a coach, you will be responsible for helping members identify their goals, overcome challenges, and achieve personal and professional growth in a group setting.

Responsibilities:

Design and Conduct Virtual Group Coaching Sessions:

- Design your coaching class within the GEM framework to speak to your strengths as a coach and pick topics where you have the most expertise.
- Pick coaching topics that can be applicable to everyone regardless of age, race, religion, or other identities.
- Engage with members to explore their life goals, values, strengths, and challenges.
- Utilize active listening and powerful questioning techniques to facilitate self-awareness and clarity in members' lives.
- Provide a safe and non-judgmental space for members to express themselves openly and honestly.
- Ensure members are respecting others and no one member occupies the majority of a coaching session.
- Give attention to all members and follow-up with participants after your meeting.
- Summarize at the end of session action items or perspectives to explore.

Goal Setting and Action Planning:

- Collaborate with members to set realistic and achievable goals based on their aspirations and values.
- Support and hold members accountable for their progress, offering guidance and encouragement throughout the coaching journey.

Empowerment and Motivation:

- Inspire and motivate members to embrace positive changes and face challenges with resilience and determination.

- Help members recognize and leverage their strengths to overcome obstacles and achieve sustainable growth.
- Provide resources and tools to support members in enhancing their personal development and well-being.

#### Build and Maintain Relationships:

- Foster trust and confidence in the confidentiality of discussions.
- Collaborate with different coaches and facilitators.
  - Attend virtual monthly staff meetings.
  - Be in touch with the VP of Marketing for promotional materials one month in advance of your classes/event.
  - Work with other coaches for joint events.
- Promote your class and encourage participation across the organization.
- Conduct check-ins with members to assess needs, gather feedback, and adapt coaching strategies accordingly.

#### Preparation and Readiness:

- Please dress appropriately for classes and/or meetings that you lead or facilitate.
- For virtual sessions, please ensure your wifi connection is stable and strong.
- For virtual sessions, please ensure your face is fully lit and your background environment is private with minimal to no distractions.
- Please come prepared with any necessary materials and plans for participants.
- Please share class reminder posts to your own social platforms/internal community, as well as in The Treasure Chest WhatsApp channel. All materials will be given to you in advance, it is your responsibility to promote and maintain class attendance.
- Please be aware of the GEM calendar and remind participants at each session of upcoming classes and events that are taught by you and other trainers.

#### Personal Development and Continuous Learning:

- Stay updated with the latest coaching techniques and self-improvement resources.
- Participate in ongoing professional development activities to enhance coaching skills and effectiveness.

#### Further Opportunities:

- In-person Treasure Chest coaching
- In-person private coaching
- In-person inspirational hours
- Corporate offsites
- 360 interviews

#### Requirements:

- Proven experience as a life coach or a related coaching field (virtual coaching experience is a plus).
- Accredited coaching certification from a recognized coaching institution.
- Strong communication skills, both written and verbal, with the ability to connect with diverse individuals.
- Empathetic, patient, and non-judgmental approach in coaching interactions.
- Excellent listening skills and the ability to ask powerful questions to facilitate growth and self-discovery.
- Demonstrated ability to motivate and inspire clients towards achieving their goals.
- Strong organizational and time management skills to manage multiple clients and coaching sessions effectively.
- Commitment to maintaining the highest standards of ethics and confidentiality in group coaching.
- Experience running Zoom and staying up-to-date on its features

#### Working Environment:

As a Treasure Chest Coach, you will work remotely or in-person, conducting coaching sessions and participating in our WhatsApp channel with members. This position offers flexibility in working hours and you will be part of a supportive coaching community, collaborating with other coaches and participating in professional development activities.

**To apply, please email your CV to [info@gem.coach](mailto:info@gem.coach)**