



Job Description

Job Title: Volunteer Life Coach

Department: Human Services/Non-profit

Reports To: Director

Location: Remote/Hybrid (Temporarily)

Prepared By: Human Resources

Company Overview:

Divine Services & Foundations, Inc. (DSF, Inc.) is a faith-based non-profit organization designed to provide services and programs to local communities (Maryland and Washington, D.C.) Surrounding domestic violence, mental health, mental awareness, conflict resolution and enrichment programs. Divine Services & Foundations, Inc., was founded in Fort Washington, Maryland in 2022. DSF, Inc. is embarking on an ambitious plan to raise significant endowment, capital, and program funds to build the organizations immediate impact and strengthen its long-term sustainability.

DSF, Inc. is driven to provide prestigious services by the following core values:

- Spiritual Development
- Integrity
- Hospitality
- The Love of People
- Healing & Positive Transformation
- Serving others
- Unity
- Enriching Lives

For more information about Divine Services & Foundations, Inc., please visit our website at: www.dsfinc.org (This website is currently under construction)

Summary:

The Volunteer Life Coach is a person who counsels and encourages clients through personal or career challenges. A life coach helps guide clients to reach their ultimate goals. A life coach can help individuals in different areas of their life.

Essential Duties and Responsibilities:

- Teach useful emotional and behavioral regulation techniques.
- Collaborate with clients to develop action plans that center on the actualization of their stated ambitions.
- Evaluate clients' advancement toward goal actualization.
- Encouraging continued and sustainable progress.

Requirements:

- A minimum of 3 years life coach experience with a background in psychology, education, wellness, or even business — and/or a coaching certification from an accredited training program
- Attention to detail
- Excellent written communication skills
- Computer research skills
- Research, planning and management skills
- Data and collection skills
- Organizational skills
- Customer Service
- Interpersonal skill