



**AmeriCorps Members Coaching Program**  
**Guide for Coaches**  
**2021/22 Program Year**

Dear Coaches,

Thank you for joining us! This guide is designed to help you create a powerful coaching relationship with your AmeriCorps Member client. It has been created to provide guidance and support, but not to constrain you as a coach. Feel free to use, adapt, change and discover as you work with your client.

Our intention is to have the members experience the power of coaching and get support with their challenges.

They often struggle with finding direction AFTER their AmeriCorps year and making a contribution during their year.

**Program at a Glance:**

**As soon as you register on our website you will be put into the “coaches group” in Coaches Console, our registration and communication system. There you can find the questionnaire that we ask you to complete - be sure to click the “save and submit” button.**

The AmeriCorps and Vista members will do the same. These questionnaires are what we use to match Vistas with Coaches.

Each applicant will then be matched with a coach for a “discovery session”. Once your client and you have agreed to work together, we ask that the coach notifies Ursula so that you can be taken off the list of available coaches.

Should this match not work for any reason, the client has ONE more opportunity to be matched. Again, Ursula needs to be notified so she can find a different match.

**Here’s what to expect:**

## 1. Coaches Console personal profile

This is our email and client communication system where you will have a profile with log-in information and password – as soon as you “register” from the website.

**IMPORTANT:** Complete the Coaches Questionnaire that is linked in the registration confirmation email you receive after signing up; be sure to click the “save & submit” button. (*AmeriCorps members will complete a similar questionnaire*)

**A document about how to navigate Coaches Console is also in Coaches Console.**

## 2. Coaches Conference Calls

As a support to the coaches and to stay aligned with the deliverables of the program we are asking that each coach be on two conference calls during this program.

- **Call #1 – Information Call – September 30, 2021**

This call is for coaches who have registered for the program AND coaches who have not registered but are interested in learning more. Bring your questions! **This call will be recorded for future viewing.**

**Call information (Zoom):**

Time: Sep 30, 2021 11:00AM Eastern Time (US and Canada)

Join Zoom:

<https://us02web.zoom.us/j/89532977265?password=VE9PcHJFV3lxSiszNmtNQ0N3QzNEZz09>

Meeting ID: 895 3297 7265

Passcode: 720314

- **Call #2 – Mid-Program Review in February 2022:** This is a time for coaches to come together to share what you’re running into, want to celebrate, and curious about. In coaching, every challenge has a neuroscience explanation, we’ll talk about what is going on in the brain as you share any challenges you’re noticing.

You won’t want to miss this! Call details will be emailed closer to the date. These calls will be recorded if there is no way you can

make it, but of course we'd prefer to be with you all "live" if possible!

### **3. Coaching Commitments**

- One "intake" or road mapping session.
- Two 30 - 45-minute coaching calls with your client each month. This can be designed according to your and the client's schedule.
- Coaching begins either mid-October or in December/January (there is a sliding entry but most start in early Fall) and lasts until the AmeriCorps year ends (usually in June).

### **4. Submit Brief Call Reports**

*\*\* These reports are needed by AmeriCorps and important for reporting and funding purposes. \*\**

Call reports are due January 15, April 15, and once coaching with the AmeriCorps member has completed.

Once matched, coaches will receive the report to complete as scheduled and email to [Kelly@beabovaleadership.com](mailto:Kelly@beabovaleadership.com). This brief report requests the following: names, sessions attended (yes/no), sessions missed (yes/no), coaching has stopped/completed (yes/no - date).

### **5. Payment:**

**A stipend of \$25 will be paid to participating coaches for the whole project.** After you have started, please email a PayPal invoice to [ursula@beabovaleadership.com](mailto:ursula@beabovaleadership.com). Payment will be made via PayPal.

### **6. Other**

The AmeriCorps members who participate have been given a brief introduction to what coaching is (both as a recorded audio/video and in-person as a presentation and coaching demo - also recorded - during one of their meetings. Many have no experience with coaching or have had a coach before. They also are overworked, overwhelmed and often struggle to make ends meet.

Please be patient with scheduling as it often takes a few attempts to get something on the calendar. Let me know if you have any questions or concerns after you have either attended or listened to the conference call,

where we will get deeper into how the program works and what you can expect. Bring all your questions!!!

We are deeply grateful for your support of this program and hope you will enjoy this experience.

Warmly,

Ursula and Ann

CONTACT

- Program questions: [Ursula@beaboveleadership.com](mailto:Ursula@beaboveleadership.com)
- Questions about Coaches Console: [kelly@beaboveleadership.com](mailto:kelly@beaboveleadership.com)