



AmeriCorps Coaching Program

Guide for Coaches

2023/24 Program Year

Dear Coaches,

Thank you for joining us! This guide is designed to help you create a powerful coaching relationship with your AmeriCorps/Vista 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

(<https://www.beaboveleadership.com/americorps-program/>) you will be put into the “coaches group” in Coaches Console, our registration and communication system. Upon registration, you’ll receive a confirmation email with a link to a 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.

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.

1. Coaching at a glance:

- One “intake” or road mapping session (designed alliance).
- Two 30 – 45 minute coaching calls with your client each month. This can be designed according to your and the client’s schedule.
- You can do more sessions or less, depending on the client’s needs.
- Coaching begins either October 15 or in December/January (there is a sliding entry but most start in September) and lasts till the AmeriCorps year ends (for them usually in June).

2. A) Call Reports (quarterly). We ask that you please fill out the Quarterly Call Report Form in Coaches Console to include the following information:

of Sessions scheduled and attended:

Sessions not completed/cancelled:

**Coaching has stopped or is complete: yes/no
(date)_____**

Client has opted out: date: _____

These quarterly reports are important for reporting and funding purposes.

B) End of coaching/completion report. Once the coaching has concluded, we ask that you please fill out the End of Coaching/Completion Report Form in Coaches Console to include the following information:

Total number of sessions:

The coaches “regular” coaching rate for a non Americorps client:

The end of coaching report is needed for the yearly “in-kind donation” form that BEabove is required to complete.

3. Coaches Conference Call. As a support to the coaches and to stay aligned with the deliverables of the program we are asking that each coach be on an informational call during this program. It does not matter if you have been matched already or not.

Our call will be October 30, 11 am EST.

This call **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!

Ursula Pottinga is inviting you to a scheduled Zoom meeting.

Topic: Americorps Coaches info call

Time: Oct 30, 2023 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81120277542?pwd=OFI6a2RWYWNGY2RSdkJFMIQ1bXNGZz09>

Meeting ID: 811 2027 7542

Passcode: 335499

- 4. Payment.** A **stipend** of \$25 will be paid to participating coaches for the whole project.

Please email a PayPal invoice after you have started. Payment will be made via PayPal. You do not need a PayPal account for this. Your email address is sufficient.

- 5. Client Questionnaire.** Each AmeriCorps member will complete a questionnaire upon applying for the coaching program; this is how we match them with a coach. The coach will receive the completed questionnaire when the match takes place.

- 6. Coaches Questionnaire.** Each coach will also complete a very brief questionnaire. Once you apply (through the website), you will receive a confirmation email which includes a link to this questionnaire. The questionnaire requires that you are signed into Coaches Console. Please make sure you click the “save and submit” button. This will ensure that I receive your completed form. If you do not receive the confirmation email contact khalida@beaboveleadership.com.

- 7. Coaches Console:** This is our email and client communication system where you will have a profile with login information and password – as soon as you “register” on the program webpage:

<https://www.beaboveleadership.com/americorps-program/>.

- 8. Other.**

The AmeriCorps members who participate have been given a brief introduction to what coaching is (as a recorded audio/video). Many have no experience with coaching or have not 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.

Ursula and Ann

Contact: (Ursula@BeaboveLeadership.com)

<https://www.beaboveleadership.com/americorps-program/>