

# Community Coach Expectations



The main person assigned to work with the local community is the “Community Coach.” The Community Coach is the key single-point-of-contact for the community and serves as the liaison to the Community Coach Facilitator on the MSU Horizons Leadership Team. Overall, the Community Coach helps create an environment within Horizons that always welcomes new people, expects change and shares learning. The Community Coach is expected to remain with the local community throughout the 18-month Horizons program.

## **Key Duties and Responsibilities of Community Coach:**

- 1. Coordinate the organization of the Steering Committee that adequately represents the demographics of community.**
- 2. Work collaboratively with and provide guidance to the Steering Committee to keep it on-task and ensure Horizons program goals and outcomes related to poverty are met.**
- 3. Assist the Steering Committee in planning and recruitment of trainers / facilitators and participants for Study Circles and LeadershipPlenty.**
- 4. Work in conjunction with the Steering Committee to plan and coordinate the successful implementation of a Community Kick-Off Event and Study Circles process.**
- 5. Coordinate and oversee the distribution and collection of all surveys.**
- 6. Maintain supplies, equipment and other resources for the local Horizons program.**
- 7. Maintain a log of Coach activities and planning (minimum of 32 hours per month).**
- 8. Work collaboratively with the Steering Committee on development of the Community Action Grant budget, methods to track expenses and preparation of financial reports.**
- 9. Participate in periodic program evaluation regarding successes and challenges.**
- 10. Work with Steering Committee to determine how leadership development and poverty reduction strategies will be implemented and maintained after completion of the Horizons Program.**

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