

Coaching Programme Co-Chair

Your Contribution to PrimeTime's Vision

As the Coaching Programme Co-Chair at PrimeTime, your mission is to facilitate and guide individuals on their journey to living a life filled with greater purpose and success. Through a personalised and unique coaching programme, you will empower participants to focus on either their professional (career) or personal (life) development, helping them unlock their potential.

Your Main Responsibilities

- **Programme Development:** Craft a comprehensive coaching programme that offers a structured framework for participants to enhance their self-awareness, align with their values, define their purpose, and set actionable goals. The programme should be flexible to accommodate both professional and personal development paths.
- **Participant Engagement:** Lead the programme together with a team of volunteer coaches, by engaging with participants, understanding their unique needs, and creating a safe and supportive environment for their growth and learning.
- **Coach Recruitment:** Identify and recruit skilled volunteer coaches and workshop facilitators who share PrimeTime's mission and values. Provide guidance, support, and training to the coaching team.
- **Goal Setting:** Assist participants in boosting their awareness of personal values, purpose, and goals. Collaborate with them to integrate their aspirations, needs, and values into actionable strategies.
- **Coaching Delivery:** Oversee coaching sessions delivered by the coaching team, ensuring they provide insights, guidance, and support tailored to each

participant's development path. Employ effective coaching techniques to facilitate personal and professional growth.

- **Resource Integration:** Identify and integrate relevant coaching resources, tools, and methodologies to enhance the programme's effectiveness.
- **Certified Coaching:** Ensure that the coaching programme is delivered by certified coaches who meet PrimeTime's coaching standards.
- **Feedback and Improvement:** Collect feedback from programme participants to continuously enhance the coaching programme's quality and relevance.
- **Impact Assessment:** Measure and evaluate the impact of the coaching programme on participants' lives, both professionally and personally.
- **Collaborative Outreach:** Collaborate with PrimeTime's leadership and marketing teams to promote the coaching programme within the PrimeTime community and beyond.

We Want to Hear From You If You...

- Are passionate about helping individuals achieve greater purpose and success in their lives.
- Have experience in coaching, mentoring, or guiding individuals in their personal or professional development.
- Possess excellent interpersonal and communication skills to create a safe and supportive coaching environment.
- Understand coaching methodologies and can adapt them to meet the unique needs of each participant.
- Are committed to continuous improvement and excellence in coaching programme delivery.
- Value the importance of certified coaching and uphold PrimeTime's coaching standards.

- Have a knack for identifying and recruiting talented volunteer coaches and facilitators.

Time Requirement: Approximately 14h/month (flexible)

- Programme management and back office work: 5h
- Team meetings: 1h call and/or 1h f2f meeting
- Engagement with Coaches/ workshop facilitators: 2h
- Communications, Marketing, Social Media: 2h
- Events/programme sessions: 4h

For further details, kindly reach out to the Volunteer Coordinator at: volunteer@primetime.org.sg