



Thrive Coach (Non Clinical) Official Job Description

Department: Youth Services

Reports To: Head of Youth Services

FLSA Classification: Non-Exempt (Hourly)

Pay Rate: \$20 per hour starting rate; progression up to \$25 per hour based on certification milestones and performance

Workweek: Monday through Saturday (organization payroll week)

Typical Work Days: Tuesday through Friday; Saturdays as scheduled for Circle or Orbit Experiences

Expected Weekly Hours: Part-time up to 15 hours per week based on enrollment and scheduling needs

Work Location: Hybrid. Virtual coaching plus onsite coaching experiences at hubs and partner locations as assigned

Travel: Local travel required for in-person Circle and Orbit Experiences

Position Summary

Thrive Coaches deliver structured, youth-centered, non-clinical coaching experiences that build emotional intelligence, leadership development, and life readiness. Coaches facilitate group sessions, conduct structured check-ins, document outcomes in ThriveLink, and uphold safety and professional boundaries. This role is designed for high-trust youth engagement and must operate strictly within iThrive's non-clinical scope.

Required Non-Clinical Scope Language

Thrive Coaches provide non-clinical coaching services only. Thrive Coaches are not licensed mental health professionals through iThrive and do not provide therapy, counseling, diagnosis, psychological treatment, or clinical interventions. Thrive Coaches must follow iThrive escalation protocols when concerns exceed coaching scope.

Essential Functions (Core Responsibilities)

Coaching Delivery

- Facilitate iThrive group coaching sessions aligned to monthly outcomes and approved curriculum frameworks.
- Facilitate the four coaching experiences per month for youth: Learn Session, Apply Session, Integrate Check-In, and Deepening Session.
- Adapt session pacing and structure for age groups while maintaining consistent standards and outcomes.

Age Group Safety and Structure

- Support age-appropriate grouping and ensure youth are not placed in inappropriate mixed-age sessions.
- Maintain behavioral expectations and emotional safety practices consistent with trauma-informed standards.

In-Person Experiences

- Support Circle sessions on scheduled Saturdays.
- Support Orbit Experiences at rotating locations, including setup support, participant engagement, and safety coverage.

Documentation and Data Integrity

- Document session participation, engagement notes, and outcomes in ThriveLink within required timeframes.
- Maintain accurate attendance, engagement notes, and escalation records.

Safety, Boundaries, and Escalation

- Follow mandated safety protocols, supervision requirements, and boundaries with youth and families.
- Use approved communication channels only.
- Escalate safety concerns, risk disclosures, or urgent issues immediately through designated pathways.

Team Collaboration

- Participate in training, coaching calibrations, and internal staff updates.
- Support continuous improvement by submitting operational feedback using approved channels.

Required Qualifications

- High school diploma or GED required.
- Minimum 5 years of experience working with youth ages 6 to 18 in coaching, mentoring, youth development, education, recreation, or similar settings.
- Comfort facilitating groups and managing youth engagement in a structured setting.
- Ability to communicate clearly with youth and caregivers while maintaining boundaries.
- Reliable access to technology for virtual sessions (stable internet, device, camera capability).
- Ability to follow structured processes and document accurately.

Preferred Qualifications

- Bachelor's degree in education, psychology, social work, youth development, human services, or related field.
- Training in trauma-informed practices, SEL, youth development frameworks, or mentorship models.
- Experience with group facilitation, restorative practices, or behavior support.

Core Competencies

- Youth-centered facilitation and engagement
- Professional judgment and boundaries
- Cultural responsiveness and respect
- Consistency, reliability, and documentation discipline
- Calm leadership and de-escalation skills

Physical and Environmental Requirements

- Ability to facilitate sessions virtually and in-person.
- Ability to stand, move, and engage youth during activities.
- Ability to lift and carry supplies up to 25 pounds for events as needed.
- Ability to travel locally for Orbit Experiences and Circle sessions.

Compliance and Hiring Requirements

- Successful background check and fingerprinting as required by iThrive policy and partner site requirements.
- Completion of iThrive training, policy acknowledgements, and certification pathway milestones.
- Proof of eligibility to work in the United States.

Performance Measures

- Session attendance and delivery consistency
- Participant engagement indicators and documented outcomes
- Documentation completion timelines
- Safety compliance and escalation adherence
- Professionalism and caregiver satisfaction indicators

Employment Standards

This position is at-will. Coaches are subject to timekeeping rules, confidentiality rules, youth safety policies, and scope limitations.