

Volunteer Coach Interview Tips

- Review volunteer coaches application. Highlight important points and have in hand for interview. Write reference names and phone numbers on application or interview form.
- Interview should take about 30-45 minutes. Train VC to honor time constraints of coaching.
- This is a Coaching / Interview Session – listen, affirm, bring clarity, build confidence, hold in highest regard, non-judgmental, honoring
- Remember each Volunteer Coach is a GIFT to TPC!
- Be Positive! Do not address any issues on their ability to coach. Note concerns on right column as something to watch. Affirm strengths and share your belief in their ability to create an amazing coaching relationship. Discuss concerns with project manager
- Read through ALL of the questions for them at the start of the interview, to create a framework for the conversation. Share you will go back through and discuss each one separately with them. - Explain to them that you will be taking notes and that if you do not respond right away, you are just trying to catch up with your notes.
- Model powerful listening: summarize their answers to questions and follow summary with asking “did I get this right”. Use this techniques for at least the for first few questions.
- With short answers ask if they can say more about this or what does supporting or making a difference in your teens life look like?
- Address anxiety by saying:
 - o I know you can do this
 - o Coaching with teen is 90% listening and believing in them and 10% technique
 - o Coach Manager relationship and trainings are designed to support you
 - o In training you learned if you are not sure what to say - ask how can I be helpful?
 - o You will learn by doing just like professional coaches
 - o As a coach you know teens capable and have their own best answers your role is to listen and acknowledge
 - o I know you will be great
- HAVE FUN!

Note: if for some reason coach manager is transferred repeat interview with volunteer coach and new coach manger.

Expectations: approx 5 min

<p>Expectations for the coaching:</p> <ul style="list-style-type: none">• What you expect to give? • What you expect to receive from this experience? • What you wish from being involved?	
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Concerns: approx. 5 min

<p>Can you anticipate any challenges or struggles that you might encounter?</p> <p>Do you have any other concerns?</p> <p>Are there any deal breakers for you?</p>	
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Criteria for Matching – approx 5 Minutes

<p>Do you have any preferences about what kind of student you are matched with? (e.g. age, gender, etc.)</p> <p>What else can you tell me about yourself that might help Sandy Spiewak when she is looking to make the match for you, e.g. interests, hobbies, etc..</p>	
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Availability: approx 5 min

<p>What days and times are you available to coach at Amphi High School?</p> <p>How flexible are you/can you be?</p> <p>Which meet-up dates and times are you available? (if match is complete are you available – offer 2 dates / In the stable for Sandy to create a strong match off teen and coach)</p> <p>When can you start?</p>	
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Commitment: approx 5 min

1st coaching session is scheduled the week after meet up with teen.

Do you anticipate in difficulties in meeting your weekly coaching commitment?

(set the expectation for weekly, knowing life happens ... students and coaches will have things that come up and critical for trust that you show up or let teen know you will not be there – opportunity to exchange phone numbers at meet up for this reason)

Do you anticipate any difficulties in attending monthly trainings?

Support & Reference Check: approx 5 min

Anything else:
Questions/Needs/Suggestions

As your Coach Manager, how can I support you and your success in this program -- so that you can be wildly successful with this?

Any others ways TPC can be helpful in your being wildly successful?

Closing: Approx 5 min

If you think of anything along the way, please keep letting me know--that how we grow and get better at this!

We will be contacting the 2 references you provided on your school district application.

We request that you notify both of them that someone from TPC will be calling.

I will e-mail my contact information. Please contact me if you have any questions or concerns.

Thank you. We really appreciate the gift you are giving in your commitment to coaching a teen. I look forward to coaching you.

Housekeeping

- ❑ Enter interview date in Coach Manager Database
- ❑ Record Information on Coach Manager Intake Form
- ❑ E-mail volunteer coach - interview thank you with personal phone and e-mail address
- ❑ Complete reference checks
- ❑ Record reference information on Coach Manager Intake Form
- ❑ E-mail Coach Manager Intake Form to Joan
- Meet up date:
- 1st coaching date / time (TBD with student during the meet-up)
- 1st 2 coaching support date / time (set at meet up)

Starting Strengths as coach: (rate on score of 1 to 5)

- _____ About the teen (said or implied in interview)
- _____ Understands coaching (listening, empowerment, teen has own answers)
- _____ Commitment (to show up, enthusiasm, flexible schedule)
- _____ Life Experiences (with teens, schools, service to others...)
- _____ Openness (learning, growth, stretching. positive attitude....)
- _____ **STRENGTH SCORE / place on Intake Report**

Reference Check approx. 5 minutes

Name:	Phone:	
Date:	Time: Start	End
1. Relationship/How do you know***		
2. Roughly how long have you know ***		
3. Are there any reason you know of that *** should NOT work with teens? Explain		
4. What would you say are 2-3 of ****'s strengths?		
5. What else might others who know **** say about him/her?		

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