



# Baxter Community Center

## Volunteer Job Description Budgeting Coach

### Nature of Work:

A volunteer budgeting coach participates in the Freedom in Your Finance (FIYF) I or II course at Baxter Community Center. The individual will be paired with an individual/family seeking knowledge and understanding about how to manage personal finances.

### Course Information:

- Freedom in Your Finance I (FIYF) is a faith-based approach for families to develop skills needed to manage personal finances.
  - It is a 14-week course commitment.
    - Interested coaches will attend a short training session one week followed by a 13-week course.
  - Coaches need to be available throughout the 13-week course and attend weekly classes.
  - Classes are on Thursday evenings from 6 – 8 p.m.
  - Books and other learning tools are provided.
  - Light snacks are provided.
  - Child care is provided.
- FIYF II
  - It is a 8-week course commitment.
    - Interested coaches will attend a short training session one week followed by a 7-week course.
  - Coaches need to be available throughout duration of the course.
  - Classes are on independent from FIYF I.
  - Light snacks are provided.
  - Child care is provided.

### Desirable Qualifications:

- Knowledge of finance/accounting
- Detail-oriented
- Passionate and willing to help others
- Successful with personal finances
- Ability to work with diverse cultures
- Confidentiality
- Positive attitude
- Belief in Christ-centered approach of teaching stewardship

### To Apply:

Contact Georgia Taylor at (616) 456-8593 ext. 224 or [georgiat@baxtercommunitycenter.org](mailto:georgiat@baxtercommunitycenter.org).