



Position Title: Volunteer Financial Education Coach

Position Description: HSP seeks an individual with a high degree of financial savvy to guide Opportunity program participants towards better money management and financial wellbeing. The volunteer will review and analyze participant financial records and develop a customized work plan. The volunteer will complete training as a prerequisite to service in order to equip them with the tools necessary to be successful in this position.

Supervisor: Jennifer Clagget **Supervisor Phone #:** 410-386-6641

Responsibilities:

- Teach effective money management skills
- Meet individually with participants to establish personal financial goals
- Recommend strategies for managing and eliminating debt
- Assist participant in establishing credit and encourage the timely payment of bills
- Assist participant in arranging payment plans for major purchases, such as a home or vehicle
- Connect participant to helpful community resources
- Complete volunteer training
- Document work hours in volunteer sign in book

Qualifications:

- Financial education experience a plus, but not required
- Able to furnish relevant work history and professional references upon request
- Comfortable working with at risk and diverse populations
- Excellent interpersonal communication skills
- Able to successfully navigate an array of attitudes and beliefs about money
- Must be willing to undergo criminal background check
- Able to maintain participant confidentiality at all times

Hours: Flexible weekday daytime hours available. Consult with supervisor for specific hours.

Compensation: This is an unpaid volunteer opportunity. Students seeking a work study experience are encouraged to apply

Work Location: 10 Distillery Dr, Westminster, MD 21157. Not accessible by public transit. Volunteers must have access to reliable transportation.

Contact: volunteers@hspinc.org