BRAVEN

Leadership Coach Role Description

BRAVEN ACCELERATOR, SPRING 2027

A volunteer Leadership Coach (LC) facilitates selected weekly sessions—called Learning Labs—and supports a cohort of 5-8 Fellows throughout the semester. All Learning Labs that you facilitate will be conducted virtually. The primary goal of the LC is to mentor, coach, and build community with and amongst Fellows to ensure that they have an impactful experience and reach intended program outcomes.

This Spring, Braven continues to pilot a new approach to Learning Lab facilitation in select programs. In this model, Leadership Coaches focus on leading discussions and coaching Fellows through the use of a facilitation guide instead of by sharing a slide deck and delivering content through screen sharing. The following sites are participating in a pilot program this Spring with a modified role structure: BravenX, Delaware State University, Illinois Tech, Northern Illinois University, San Jose State University, and University of North Texas. Leadership Coaches assigned to our other sites will follow our original model.

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RESPONSIBILITIES

- Facilitate 10 two-hour virtual Learning Lab sessions with a cohort of Fellows - review this for more information about our facilitation models
    - For all sites but National Louis University (NLU):
        - Fellows attend 14 Learning Lab sessions in total

        - Leadership Coaches are required to attend 10 of the 14 Learning Labs virtually; at some sites, local Leadership Coaches may also be invited to attend additional, non-required Learning Labs in-person.
    - For NLU:
        - Fellows attend 10 three-hour Learning Lab session in total
        - LCs attend the last two hours of the three-hour Learning Labs that Fellows attend weekly, with the exception of the last session (Capstone Presentations)
            - LCs are asked to attend the full 3 hours of the Capstone Presentations Learning Lab if possible
        - LCs can play the role of mock interviewers for Learning Lab 7 (Mock Interviews) and attend the 3-hour session, or attend the final hour
        - LCs assigned to the Monday section are required to attend 9 Learning Labs
        - LCs assigned to one of the Wednesday sections are required to attend 7 Learning Labs
- Complete self-directed trainings before program launch and throughout key moments in the program
    - Learn more about the training requirements here
- Meet with Braven team members or partners for guidance and support as needed
- Conduct one 1:1 career coaching conversation with each Fellow (5-8 sessions total) between weeks 5-10 of the program
- Prepare to facilitate Learning Labs and 1:1 career coaching conversations using facilitation materials supplied by Braven
- Communicate regularly with Braven staff, Coaching Specialists, Fellows, graders, and others as needed to support Fellows successfully

PREFERRED EXPERIENCE

This experience is preferred of LCs, but not required:

- Prior experience working with and/or mentoring students who come from a variety of backgrounds (e.g. first-generation and low-income college students)
- Prior experience teaching and/or facilitating (especially scripted curriculum and training materials)
- Prior experience leading, managing, and/or coaching others
- Comfort with facilitating in a virtual environment

TECH REQUIREMENTS

- Prior experience using Google Suite (Drive, Docs, Sheets), Zoom (including screen sharing), and LinkedIn is highly preferred

    - Experience using a scheduler tool like Calendly or Doodle is a plus for BravenX LCs
- Ability to confidently manage Zoom screen sharing, including hiding speaker notes and navigating multiple windows, to support dynamic and student-centered facilitation
- Comfort learning to navigate new web-based tools such as Canvas (our Learning Management System)
- Laptop or desktop computer with a camera to facilitate virtual Learning Labs
    - Ultrawide or dual monitor setup recommended but not required

SKILLS & MINDSETS

Successful LCs are able to:

EMBRACE MINDSETS THAT EMPOWER FELLOWS

- Set high expectations for Fellows while providing robust support for growth and success
- Lead authentically, fostering transparency and genuine communication with the Fellows in their cohort
- Cultivate belief in every Fellow's potential, irrespective of background
- Promote a growth mindset through feedback-seeking and continuous reflection

BUILD A STRONG & ENCOURAGING COHORT CULTURE

- Create a sense of belonging, ensuring each Fellow feels valued and connected
- Encourage openness and vulnerability to learn from failures
- Establish trust-based relationships, understanding unique strengths and challenges
- Maintain clear and effective communication with Fellows

COACH & DEVELOP

- Actively listen, ask curiosity-driven questions, and guide Fellows' development
- Leverage strengths, recognize growth areas, and offer targeted support
- Provide frequent, constructive feedback, set clear expectations, and hold Fellows accountable

GET RESULTS THROUGH OTHERS

- Be assertive yet adaptable, adjusting coaching styles to individual needs
- Thoroughly prepare to facilitate virtual Learning Labs via Zoom, including managing screen-shared slide decks with hidden presenter notes while keeping Fellows engaged in live discussions and activities
- Manage time effectively to meet learning objectives within set timeframes

FACILITATE TO REACH OUTCOMES

- Deliver scripted curriculum with flexibility for diverse learning styles
- Utilize technology to facilitate time with your cohort, including screen sharing, using the Zoom chat function, etc. to overcome virtual limitations and host engaging Learning Lab experiences
- Integrate hands-on, experiential learning activities using provided tools and support
- Offer clear guidance and structured support during the Capstone project, enabling Fellows to apply learning effectively while practicing ownership and leadership

TIME COMMITMENT

The LC time commitment includes a combination of virtual Learning Lab sessions, one-on-one meetings with Fellows, trainings, and planning time. **Additional details on training dates and Learning Lab times can be found below.**

COMMITMENT	NEW LCs	RETURNING LCs
Completing self-directed training conducted before and during the program	5-7 hours	2 hours
Pre-planning for Learning Labs	10 hours	10 hours
Facilitating/attending Learning Lab sessions with Fellows	20 hours	20 hours
Meetings with Braven staff	4 hours	-
Planning for and facilitating 1:1 coaching sessions with Fellows	16 hours	16 hours
Communicating with Braven staff, CS, Graders, Fellows, and others as needed *Includes attending optional weekly Tech Office Hours*	3 hours	3 hours
TOTAL required hours	***~60 hours***	***~50 hours***

TRAINING SESSIONS

LCs are required to complete self-directed training laid out below.

Trainings Required For New LCs

TRAINING	HOURS	DEADLINE
LC Onboarding Module **(Self-directed)** Accompanied by readiness assessment/quiz	2-3	Within 1 week of receiving access
1:1 Career Coaching **(Self-directed)**	1	Before Learning Lab 5: Build an Excellent Resume
Capstone Challenge Training **(Self-directed)**	1	Before Learning Lab 8 in preparation for Learning Lab 9: Capstone Challenge Kickoff
LC Office Hours (**Optional)**	Available throughout the semester, varies by site	

Trainings Required For Returning LCs

TRAINING	HOURS	DEADLINE
Returning LC Training **(Self-directed)**	1	Before Learning Lab 1
Capstone Challenge Training **(Self-directed)**	1	Before Learning Lab 8

ABSENCE POLICY

We understand that emergencies and commitments may arise during your time as an LC, and while we hope you can attend all required Learning Labs with your cohort, we recognize that you may need to miss a session.

Please inform us as far in advance as possible, preferably at least 2 weeks before your absence, if you anticipate missing a Learning Lab.

Unplanned or excessive absences can impact the Fellows' success, as consistency with their LC is often key to a strong cohort culture. If you become an LC, Braven staff will provide details on the specific process for submitting absences.

Because of the central role LCs play in fostering student growth, learning and a strong cohort experience, we are **unable to accommodate more than two planned absences** over the course of the program. If you already know you will need to miss more than two sessions, please do not continue with your application and consider other volunteering roles instead. If you've already been accepted into the LC program and anticipate this level of conflict, please notify us right away.
Note: LCs in paired arrangements are still expected to attend all required Learning Labs and communicate absences with Braven.

SPRING 2027 WEEKLY LEARNING LAB TIMES & KEY DATES

All LCs are required to facilitate/attend 10 Learning Labs in total with the exception of those assigned to National Louis University (NLU). Learning Labs occur at standardized weekly meeting times. *Full Learning Lab dates are available here. You can also view each school's full schedule by clicking their names below.*

PARTNER SCHOOL	MEETING DAY	MEETING (LL) TIME			FIRST REQUIRED LEARNING LAB	LAST REQUIRED LEARNING LAB
		PT	CT	ET		
BravenX	Tuesday	3:00–5:00pm	5:00–7:00pm	6:00–8:00pm	2/2/27	4/27/27
	Wednesday	3:00–5:00pm	5:00–7:00pm	6:00–8:00pm	2/3/27	4/28/27
	Thursday	3:00–5:00pm	5:00–7:00pm	6:00–8:00pm	2/4/27	4/29/27
The City College of New York	Tuesday	3:30–5:30pm	5:30–7:30pm	6:30–8:30pm	2/9/27	5/11/27
	Wednesday	9:30–11:30am	11:30am–1:30pm	12:30–2:30pm	2/10/27	5/12/27

	Thursday	7:30–9:30am	9:30–11:30am	10:30am–12:30pm	2/4/27	5/13/27
Delaware State University	Tuesday	1:00–2:50pm	3:00–4:50pm	4:00–5:50pm	1/19/27	4/13/27
	Wednesday	9:00–10:50am	11:00–12:50pm	12:00–1:50pm	1/20/27	4/14/27
Kean University	Tuesday	8:30–10:30am	10:30am–12:30pm	11:30am–1:30pm	1/26/27	4/20/27
	Thursday	3:00–5:00pm	5:00–7:00pm	6:00–8:00pm	1/28/27	4/22/27
National Louis University	Monday	12:00–2:00pm	2:00–4:00pm	3:00–5:00pm	1/25/27	3/22/27
	Wednesday	8:00–10:00am	10:00am–12:00pm	11:00am–1:00pm	1/20/27	3/24/27
	Wednesday	12:00–2:00pm	2:00–4:00pm	3:00–5:00pm	1/20/27	3/24/27
Northern Illinois University	Tuesday	3:30–5:30pm	5:30–7:30pm	6:30–8:30pm	1/19/27	4/13/27
	Wednesday	3:30–5:30pm	5:30–7:30pm	6:30–8:30pm	1/20/27	4/14/27
Rutgers-Newark University	Tuesday	3:00–5:00pm	5:00–7:00pm	6:00–8:00pm	1/26/27	4/20/27
	Wednesday	3:00–5:00pm	5:00–7:00pm	6:00–8:00pm	1/27/27	4/21/27
	Friday	8:30–10:30am	10:30am–12:30pm	11:30am–1:30pm	1/29/27	4/23/27
San Francisco State University	Tuesday	4:00–6:00pm	6:00–8:00pm	7:00–9:00pm	2/2/27	5/4/27

	Wednesday	4:00–6:00pm	6:00–8:00pm	7:00–9:00pm	2/3/27	5/5/27
San José State University	Tuesday	6:00–8:00pm	8:00–10:00pm	9:00–11:00pm	2/9/27	5/4/27
	Wednesday	6:00–8:00pm	8:00–10:00pm	9:00–11:00pm	2/10/27	5/5/27
Spelman College	Tuesday	3:00–5:00pm	5:00–7:00pm	6:00–8:00pm	1/26/27	4/20/27
	Wednesday	3:00–5:00pm	5:00–7:00pm	6:00–8:00pm	1/27/27	4/21/27
University of Massachusetts - Lowell	Wednesday	12:30–2:30pm	2:30–4:30pm	3:30–5:30pm	1/27/27	4/21/27
University of Mount Saint Vincent	Wednesday	3:00–5:00pm	5:00–7:00pm	6:00–8:00pm	1/27/27	4/21/27
	Friday	8:15–10:15am	10:15am–12:15pm	11:15am–1:15pm	1/29/27	4/23/27
University of North Texas	Tuesday	2:10–4:10pm	4:10–6:10pm	5:10–7:10pm	1/19/27	4/13/27
	Wednesday	2:10–4:10pm	4:10–6:10pm	5:10–7:10pm	1/20/27	4/14/27

WHAT TO EXPECT

New applicants will:

1. **Complete an interview**: either a 1:1 interview via Zoom, scheduled through Calendly, or an asynchronous, recorded video interview through Willo.

2. **Complete a background check and required paperwork**: if selected, you will be asked to complete a background check and sign a few required forms.
3. **Complete training and an assessment:** complete 2–3 hours of asynchronous training, followed by an assessment.
4. **Meet your site and cohort:** once you've completed the training and assessment, you'll be introduced to your site and cohort of Fellows.

Returning Leadership Coaches will:

1. **Complete a background check and required paperwork:** if invited to return, you'll be asked to complete a background check and sign our required paperwork if your previous forms or background check have expired.
2. **Complete returner training**: complete approximately one hour of asynchronous training before being introduced to your site and cohort of Fellows.

PLACEMENT NOTICE

The number of Leadership Coaches (LCs) we accept each semester and for each section depends on our expected student enrollment. At the time you receive your acceptance and placement decision, we expect to have a spot for you, either as a solo LC or as part of a pair, depending on the site's preferences and your interest. Please note that student enrollment can shift leading up to and at the beginning of the semester. Here's what that could mean for accepted LCs:

- If you've indicated you are open to co-facilitating during your interview, you may or not be paired, depending on student enrollment. We'll provide structured guidance to support you and your co-facilitator in working together effectively.
- If pairing is not an option, you may be asked to defer to a future semester, switch to a different program or time slot, or join our high-priority reserve list.
- Completing all required steps by the stated deadlines helps secure your spot and allows the Volunteer team to plan effectively.

We appreciate your flexibility and will always communicate any changes as early as possible.