



**Western Illinois Area Agency on Aging and  
Disability Resource Center**

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[www.wiaaa.org](http://www.wiaaa.org)

**“A MATTER OF BALANCE” COACH JOB DESCRIPTION**

**Contact Person:** Holly Brugman

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**Volunteer Responsibilities:**

- Facilitate two Matter of Balance classes within one year of certification.
- Maintain fidelity to the program- present the class according to the directions, training and materials provided.
- Teach the Matter of Balance class with another trained coach.
- Lead class sizes limited to 8-12 participants.
- Prepare for each class by reviewing the Matter of Balance manual and materials.
- Demonstrate and coach the exercises outlined in the Matter of Balance Program.
- Include a Guest Healthcare Professional visit arranged for one hour during one session.
- Organize the classroom with supplies and refreshments.
- Encourage interactive discussion about the concepts and skills presented.
- Monitor and connect with each participant.
- Promote socialization and a solution-oriented environment among the participants.
- Have fun!

**Day/Hours Needed:**

Each series of classes will consist of eight two-hour sessions. Classes are scheduled either twice a week for 4 weeks or once a week for 8 weeks.

**Qualifications:**

- Good communication and interpersonal skills
- Enthusiasm
- Dependability
- Willingness to lead a small group
- Interest in working with older adults
- Life experiences valued- with education or health care experience a plus
- Ability to perform range of motion and low-level endurance exercises

**Training:**

Matter of Balance Coaches are required to attend 8 hours of coach training and earn A Matter of Balance certification. As a coach, classes will be held under the direct supervision of the Master Trainer.