



The Philadelphia Youth Network, Inc.

Job Description

Job Title: Contextual Learning Coordinator		Unit: WorkReady Summer
Division: Workforce Development		Location: 714 Market Street
Reports to: Manager of WorkReady Summer		Date Posted: 2/ /11
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours: Max 30 per week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Intern

General Description:

The WorkReady Summer Contextual Learning Coordinator is part of a seasonal team designed to support the implementation of the Contextual Learning component for WorkReady Summer programs from late March through August. This position requires a flexible schedule, the ability to work some evenings and weekends, and frequent travel throughout the Philadelphia region.

The Contextual Learning Coordinator will be primarily responsible for the oversight of the Contextual Learning Team and all related administrative and programmatic requirements for the Contextual Learning component of WorkReady Summer programs across the city. This is an exempt position offering a competitive salary for a 5-month term of employment.

Essential Functions:

- Supervise up to 8 staff members providing direct support to contractors implementing contextual learning activities as a part of the WorkReady Summer program
- Serve as a resource for up to 4 contractors providing WorkReady Summer programming by sharing techniques, strategies, best practices, and challenges implementing project-based instruction
- Support contractors in developing Project-based Learning Plans that foster the development of work readiness skills
- Support and train contractors on the use of assessments, rubrics, and curriculum tools
- Provide technical assistance as necessary to contractors for service learning project and work-based learning project development, implementation, and completion
- Plan and facilitate workshops for staff and contractors implementing contextual learning activities
- Visit program sites to provide support and monitor progress of contextual learning activities
- Work in collaboration with program staff to complete youth assessments and formal project evaluations with grade recommendations
- Participate in professional development activities, including orientations and trainings
- Assist in coordinating event that exhibits service learning and work-based learning projects

Education, Experience & Skills Required:

- Bachelors degree in education, master's degree preferred
- Experience managing staff
- Minimum five years classroom experience, experience providing project-based instruction preferred
- Ability to establish and foster relationships with various partners and work as a part of a collaborative team

- Excellent self-direction and the ability to take ownership and drive responsibilities through to completion with a high level of accuracy
- Excellent customer service skills
- Demonstrated ability to prioritize projects, be flexible, and work effectively with attention to detail
- Proficiency in Microsoft Windows and Office and the ability to integrate technology into operations
- Ability to work evenings and weekends as needed
- Familiarity with PYN initiatives is preferred, but not required
- Successful completion of a child abuse clearance and criminal background check (requirement for PYN employees)