



The Philadelphia Youth Network, Inc.

Job Description

Job Title: Contextual Learning Specialist		Unit: WorkReady Summer
Division: Workforce Development		Location: 714 Market Street
Reports to: Contextual Learning Coordinator		Date Posted: 2/ /11
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours: <u>Max 30 per week</u> <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 Specialist is part of a seasonal team designed to support the implementation of the Contextual Learning component of WorkReady Summer programs from late March through August. This position requires a flexible schedule and the ability to travel throughout the Philadelphia region.

The Contextual Learning Specialist will be primarily responsible for ensuring the successful implementation of Contextual Learning activities and related administrative and programmatic requirements for contractors providing WorkReady Summer programs. This is an exempt position with a salary of \$14,500 for a 21-week term of employment.

Essential Functions:

- Serve as a resource for up to 10 contractors providing WorkReady Summer programming by sharing techniques, strategies, best practices, and challenges for 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 program staff implementing contextual learning activities
- Visit program sites to provide support and observe contextual learning activities
- Work in collaboration with program staff to complete youth assessments , formal project evaluations and grade recommendations
- Monitor progress of service learning and work-based learning projects to ensure entry into culminating event as appropriate
- Participate in professional development activities, including orientations and trainings

Education, Experience & Skills Required:

- Bachelors degree in education or currently pursuing post-secondary degree in education
- Minimum one year classroom experience with knowledge of project-based learning methods
- 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
- Excellent customer service skills
- Demonstrated ability to prioritize projects, be flexible, and work effectively with attention to detail and a

high level of accuracy

- Proficiency in Microsoft Windows & Office and the ability to integrate technology into operations
- Familiarity with PYN initiatives is preferred, but not required
- Successful completion of a child abuse clearance and criminal background check (requirement for PYN employees)