



Philadelphia Youth Network, Inc. Job Description

Job Title: Summer Program Quality Coach Coordinator		Location: 400 Market Street, Suite 200
Division: External Relations		Department: Program Learning and Development
Reports to: Manager, Program Learning and Development		Date Posted: 12/19/2018
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of Position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Temporary <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Intern

About the Philadelphia Youth Network:

The Philadelphia Youth Network (PYN) is a solutions-builder forging together significant players to alleviate a root cause of poverty by preparing 12-24-year-olds to become productive working adults. Our work is grounded in the understanding that young people need access to both education and employment, proven factors in being prepared for a career. With a track record of increasing impact, PYN funds and brokers action with the right partners to collectively address barriers. PYN constructs systems to create change, while innovating to meet evolving needs. Together with our partners, PYN dramatically changes the trajectory of individuals' lives by giving voice to underserved youth, and ultimately creating a pipeline for an educated, engaged workforce. For more information, visit www.pyninc.org.

About the Program Learning and Development Department:

The Program Learning and Development (PLD) team seeks to increase the quality and quantity of career pathway opportunities for young people in Philadelphia. Through best practice quantitative and qualitative evaluation, we support programs and providers in a continuous improvement process to identify strong practices and opportunities for growth. Using these data and a collaborative approach, the PLD team facilitates professional development communities, designs learning opportunities and implements program supports to drive ongoing program quality improvement. The PLD team works in partnership with stakeholders who invest in the youth workforce system and sub-contractors who directly serve the youth.

General Description:

The Summer Program Quality Coach Coordinator (SPCC) leads a seasonal team designed to ensure that summer employment programming on behalf of WorkReady is implemented with fidelity to our program models. The Coordinator will work with the Manager, Program Learning and Development to design the summer coaching plan. This will include scheduling, learning plan development, workshops and training and supervision of Summer Program Coaches. The SPCC will own the administrative and programmatic aspects for the seasonal team. He/She will ensure that his/her staff is

prepared to support 60+ contractors to provide high quality work readiness experiences for youth. This position begins with part-time work in April then becomes full-time in June and runs through August. This position requires a flexible schedule, the ability to work some evenings and weekends, and frequent travel throughout Philadelphia.

The SPCC and the Summer Program Quality Coaches will be the essential link between PYN's vision for quality summer programming and the providers who implement the programs. Coaches will ensure that providers have the tools, resources and skills to provide high quality programming grounded in the [Career Development Framework](#), positive youth development, youth voice & choice, and positive adult relationships.

Essential Functions:

Staff Management

- Supervise up to 10 staff members who provide direct coaching and support to contractors.
- Lead professional development for coaches and train them in the Career Development Framework, career readiness, positive youth development, project-based learning, assessment, program quality, fostering youth voice & choice and promoting civic engagement & and youth self-advocacy.
- Develop a staffing plan to ensure the support of Providers in implementing Project-Based Learning (PBL) and Work Experience Reflection (WER) activities.
- In conjunction with coaches, develop plan for implementation of observational assessment tool
- In conjunction with coaches, develop plan for continuous improvement process with contractors in which they set, implement and reflect on goals for program implementation and PBL/WER

Planning and Project Management

- Collaborate with the Manager, Program Learning and Development to plan and facilitate trainings detailed above.
- Supervise coaches in developing effective plans for generating high survey completion rates and adherence to guidelines for PBL/WER
- Provide expertise to coaching staff in relation to best practices, learning plan development, developing positive relationships with contractors, assessments and PBL/WER
- Lead the survey and youth assessment process including coaching contractors

Education, Experience & Skills Required

- Master's degree in education or related field, teaching license preferred
- 6 years teaching, coaching, or instructional experience in the classroom or out of school time setting
- Prior experience with staff management and coaching, minimum 3 years
- Minimum 6 years' experience with managing or coordinating youth programming
- In-depth knowledge of project-based learning
- Curriculum and lesson plan development experience
- Strong knowledge of positive youth development
- Ability to establish and foster relationships with various partners and work as part of a collaborative team
- Excellent self-direction and the ability to take ownership and drive responsibilities

through completion

- Strong verbal and written communication skills
- Excellent customer service skills
- Proficiency in Microsoft Windows & Office and the ability to integrate technology into operations
- Strong organizational, analytical, critical thinking and problem-solving skills
- Ability to work evenings and weekends, as needed
- Familiarity with PYN initiatives
- Successful completion of background checks (PA state criminal, Department of Public Welfare Child Abuse and F.B.I. fingerprinting)

Interested candidates should send a cover letter and resume to jobopps@pyninc.org.