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Philadelphia, PA 19106

## Career Opportunity

### Program Quality Coach Lead

*This position is grant-funded from February – September 2022*

Philadelphia Youth Network (PYN) has an immediate opening for a seasonal full-time Program Quality Coach Lead will supervise the program quality coach team and provide coaching to a portfolio of providers to ensure Scopes of Work implementation.

The **Program Quality Coach Lead** will work with the Director, Program Implementation to support program department summer program plan services. Primary responsibilities include:

#### *Supervision and Administration*

- Oversee coaching strategy and implementation

#### *Program Plans*

- Drawing on teaching or instructional experience, coach will support providers in the creation of well-developed Program Plans through tools, resources, group-based trainings and office hours
- Create a system for documenting completed and submission of plans

#### *Share and Develop Curriculum & Resources*

- Share and train providers on existing curriculums such as BUILD, the Virtual Resource Library and existing incentivized curriculum
- Research additional tools and resources to share with providers
- Expand financial literacy resources for the provider network
- Identify curriculum and programmatic needs and assign to coaches to research/develop

#### *Provide Support to Programs Department Leadership*

- Provide support to Director and Senior Director with tasks and projects related to summer program implementation across a wide array of needs

#### *Additional duties (as needed support):*

- Support quality review (on-site and off-site) of participant files and data entry of worksite agreements to place youth with providers; supporting citywide enrollment, if needed
- Support other Program Operations efforts for PYN, as needed
- Support high volume summer activities at PYN as needed

#### **Position requirements:**

- Bachelor's in related field
- Minimum 3 years' experience with youth programming and/or teaching
- Management experience
- Demonstrated teaching and coaching skills with adults

- Demonstrated leadership and supervision skills
- Bilingual (Spanish) preferred
- Youth workforce program management preferred
- Classroom or OST teaching experience preferred
- Excellent problem-solving skills and the ability to drive responsibilities through to completion
- Ability to work effectively under pressure and handle multiple simultaneous tasks and demands
- Demonstrated ability to work independently
- Provide effective and responsive service to customers
- Strong verbal and written communication skills
- Strong interpersonal skills
- Excellent customer service skills
- Ability to use personal computer for word processing and database management
- Successful completion of background checks (PA state criminal, Department of Public Welfare Child Abuse and F.B.I. fingerprinting)

Please note, this role will be hybrid. Depending on the days/hours worked, applicants may be asked to come into the office for some of their hours, to work on collaborative tasks.

**Interested candidates should email a cover letter and resume to [jobopps@pyninc.org](mailto:jobopps@pyninc.org) and please indicate Program Quality Coach Lead in the subject line.**

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PYN alleviates poverty by preparing young people to succeed in tomorrow's workforce. PYN coordinates partners that connect young people to education and employment experiences, equipping them with the skills employers need. As a result, PYN creates a system of services that help young people become successful, creating a diverse local talent pipeline. Learn more at [pyninc.org](http://pyninc.org).