



Philadelphia Youth Network, Inc. Job Description

Job Title: WorkReady External Assessor		Location: Philadelphia Youth Network and Provider Sites within Philadelphia
Division: External Relations		Department: Program Learning & Development
Reports to: Summer Program Quality Coach Coordinator		Date Posted:
Benefits: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Not Eligible	Hours: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	Type of Position: <input checked="" 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 & Development Department:

The Program Learning and Development 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:

PYN is seeking External Assessors to conduct research observations throughout the WorkReady portfolio of programs during the Summer 2019 program season. The External Assessor's primary responsibility is to observe and assess programs using the Weikart Youth Program Quality Assessment (YPQA), an evidence-based assessment tool that focuses on four key areas of positive youth development: safe environment, supportive environment, peer interaction, and youth engagement. YPQ assessments are a part of a continuous improvement process WorkReady uses to ensure programs implement best practices needed to build high-quality programs. All External Assessors will receive supplemental training to properly utilize the tool for

data collection and scoring. The External Assessor will also make note of other critical issues impacting program quality.

Essential Functions:

Phase One – Assessor will receive a \$600.00 incentive for attending the training. Moving to Phase Two of employment is contingent upon passing the reliability check.

- Attend kickoff informational meeting at Philadelphia Youth Network headquarters
- Complete YPQA Basics online training (approximately 2 hours) prior to June 11th
- Attend and complete the two-day in-person YPQA External Assessor Reliability Training (requires passing the reliability check with a score of at least 80%) in *Philadelphia on June 11th and 12th*

Phase two begins June 17th- This hourly wage temporary position is funded until 8/23/19.

- Assess a minimum of 4 PYN summer jobs programs per week from June 17, 2019 until August 23, 2019
- Communicate with multiple nonprofit organizations to schedule assessment times based on program availability
- Write clear emails
- Make phone calls
- Write detailed notes efficiently
- Enter observations and scored into an electronic data compiling system
- Present and explain observations in an informative manner to a diverse audience
- Travel to program sites (tokens/trans passes or mileage reimbursement will be provided)

Education, Experience & Skills Required:

- High school diploma or GED; pursuing post-secondary education (Bachelor's Degree preferred)
- Strong verbal and written communication skills
- Ability to take ownership and drive responsibilities through to completion
- Excellent customer service skills
- Strong organizational, analytical, critical thinking and problem-solving skills
- Detail-oriented with a high level of accuracy
- Ability to excel in a high-performing team and project a positive attitude
- Proficiency in Microsoft Windows and Office
- Ability to work evenings and weekends, as needed
- Familiarity with PYN initiatives is preferred, but not required

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