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Career Opportunity

Program Quality Coach

This position is grant-funded from March – September 2020

Philadelphia Youth Network (PYN) has an immediate opening for a temporary full-time Program Quality Coach who is part of a seasonal team designed to ensure that summer employment programming is implemented with fidelity to our program models.

The **Program Quality Coach** will ensure that contractors (providers) have the tools, resources and skills to provide high-quality programming. Primary responsibilities include:

- Drawing on teaching or instructional experience, coach will support providers in the creation and implementation of Project Based Learning (PBL) and Work Experience Reflection (WER) learning plans and activities. This will include site visits, feedback on PBL plans via e-mail and calls, in-person coaching and other support as needed
- Coach will keep detailed records of site visits using tools provided and electronically store those records in a timely fashion in accordance with established systems. At the end of summer, coach will provide comprehensive summary reports which will also be organized and stored according to protocol
- Communicate respectfully and effectively with providers to set up schedules for visits, calendars of due dates for PBL and surveys, follow-up appropriately and maintain expected timelines
- Be the conduit between providers and PYN to effectively communicate information between the two as needed
- Work in conjunction with the Coach Coordinator to develop and implement a strategy for ensuring high survey completion rates among contractors and worksite supervisors
- Attend coach meetings, collaborate with Weikart Assessors and participate in other collaborative efforts within the Program Learning & Development summer team

Position requirements:

- Bachelor's degree in education or related field preferred, master's and/or teaching license encouraged
- 3 years teaching, coaching or instructional experience in the classroom or out-of-school time setting
- In-depth knowledge of project-based learning and curriculum design
- Strong knowledge of positive youth development
- Accountable and able to manage time and responsibilities while working primarily off-site and independently
- Ability to foster relationships with various partners and work as part of a team
- Strong communication skills via e-mail and in person
- Ability to use Microsoft office including SharePoint

- Successfully pass 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.

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.