



267.502.3800

info@pyninc.org

400 Market Street
Suite 200
Philadelphia, PA 19106

Career Opportunity

Program Quality Coach Coordinator

This position is grant-funded from March – October 2020

Philadelphia Youth Network (PYN) has an immediate opening for a temporary full-time Program Quality Coach Coordinator who will work with the Manager, Program Learning and Development to design the summer coaching plan.

The **Program Quality Coach 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 PQCC will own the administrative and programmatic aspects for the seasonal team. The candidate will ensure that staff is prepared to support 60+ contractors to provide high-quality work readiness experiences for youth. Primary responsibilities include:

- Lead professional development for coaches and train them in the Career Development Framework, career readiness, positive youth development, project-based learning, program quality, fostering youth voice & choice and promoting civic engagement and youth self-advocacy. This will include facilitating weekly group coach meetings and additional trainings prior to and during the summer
- Supervise up to 10 summer coaches who provide direct coaching and support to contractors. This will include conducting weekly/as needed individual supervision sessions with coaches. It will also include providing weekly communication with updates, collecting timesheets and overseeing all documentation related to timesheets and reimbursements
- Respond in a timely, effective and respectful manner to all related provider requests. Troubleshoot areas that arise related to coaches and providers. Collaborate with Weikart Assessors and Provider Specialists to ensure work is streamlined, effective and keeps the contractor (provider) at the center. Keep in close communication with the Operations team on the work of the Coach team, issues that arise and any area where alignment is needed
- Prior to the start of WorkReady Summer program, create an up to date contact spreadsheet for all contract codes. Ensure that names, e-mails, locations and other information is as accurate and up-to-date as possible. Using that spreadsheet, create coach assignments (i.e. assign each coach approximately 10 providers that they will work with). Work with coaches throughout the summer to maintain and update this spreadsheet. Additionally, assign Weikart Assessors to providers, on this same spreadsheet, in a way that is effective for providers, coaches and assessors
- Lead effort, in partnership with coaches, to develop effective plans for generating high survey completion rates
- Be available to the larger WorkReady team to step in when additional support is needed with payroll, QR and other areas. Not to exceed 5.5 hours per week and only when SPCC responsibilities allow for it within the Program Learning & Development summer team

Position requirements:

- Bachelor's in related field, Master's preferred
- Ability to provide expertise to coaching staff in relation to best practices, learning plan development, developing positive relationships with contractors and PBL/WER
- 5 years teaching, coaching or instructional experience in the classroom or out-of-school time setting
- Strong management experience – able to provide constructive and effective feedback to coaches, manage multiple aspects of the project in a timely fashion and ensure smooth operational functioning of the team
- In-depth knowledge of project-based learning and curriculum design
- Strong knowledge of positive youth development
- 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
- 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.

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.