



Philadelphia Youth Network, Inc. Job Description

Job Title: Program Quality Coach		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 Program Quality Coach is part of a seasonal team designed to ensure that summer employment programming on behalf of WorkReady is implemented with fidelity to our program models. Coaches will prepare, coach and support providers 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 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 and choice, and positive adult relationships.

Essential Functions:

- Provide coaching, to about 10 contractors who provide summer programming, to ensure that contractors implement high quality summer programming with fidelity to their selected model (Career Exposure, Service Learning, Work Experience, Internship)
- Drawing on teaching or instructional experience, coach providers in the creation and implementation of Project Based Learning (PBL) and Work Experience Reflection (WER) learning plans and activities
- Visit program sites to provide coaching as needed to contractors during the implementation of programming
- Design and facilitate workshops/on-going support for contractors on Project Based Learning, Work Experience Reflection activities, components of high-quality programs, positive youth development, social emotional learning, developing civic engagement and promoting youth self-advocacy among other topics
- Lead a continuous improvement process with contractors in which they set, implement and reflect on goals for program implementation and PBL/WER
- Develop strategy for ensuring high survey completion rates among providers and work site supervisors including coaching contractors on effective use of the PBL and WER assessment tools
- Be the conduit between providers and PYN to effectively communicate information between the two
- Implement observational assessment protocol at select sites

Education, Experience & Skills Required

- Bachelor's degree in education or related field, master's and/or teaching license preferred
- 3 years teaching, coaching, or instructional experience in the classroom or out of school time setting
- 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 and 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 is preferred, but not required
- 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.

